NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING AGENDA

June 5, 2015
9:00 AM - 1:00 PM
Jim West Regional Transit Center
Board Room

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE
3. ROLL CALL
4. INTRODUCTIONS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES –May 1, 2015
7. PUBLIC COMMENTS

PRESENTATION ITEMS:

A. **Presentation of Above and Beyond and Safe Driver Awards**
Sponsor: Daniel Barrone, Chairman and Anthony J. Mortillaro, Executive Director.

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

B. **Discussion and Consideration of Resolution No. 2015-13 Authorizing the Use of the Reserve Fund Balance for the FY 2016 Budget**
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director. *Attachment.*

C. **Discussion and Consideration of Resolution 2015-14 Adopting Fiscal Year 2016 Final Budget, Capital Investment Plan and Long-Term Strategic Plan**
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director. *Attachment.*

D. **Discussion and Consideration of Resolution No. 2015-15 Providing for the Adoption of the 2016 Compensation Plan and the Employee Performance Increase Schedule for Non-Collective Bargaining Positions**
Sponsor: Anthony J. Mortillaro, Executive Director. *Attachment.*

E. **Discussion and Consideration of Resolution No. 2015-16 Appointing Authorized Signer on All Bank Accounts**
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director. *Attachment.*

F. **Discussion and Consideration of Resolution 2015-17 Authorizing the submittal of applications for Federal funding for §5304, §5309, §5310 and §5311 in Federal fiscal year 2017**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Projects and Grants Specialist. *Attachment.*

G. **Discussion and Consideration of Resolution 2015-18 Adopting an Infrastructure Capital Improvement Plan (ICIP)**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Projects and Grants Specialist. *Attachment.*

H. **Discussion and Consideration Authorizing a Change in the AVAIL Contract Amount for Additional Bus Stop QR Code Signage Purchase**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Projects and Grants Specialist. *Attachment.*

I. **Discussion and Consideration of Resolution No. 2015-19 Adopting and Amending the NCRTD Advertising Policy**
Sponsor: Anthony J. Mortillaro, Executive Director and Jim Nagle, Public Information Officer. *Attachment.*

J. **Discussion and Consideration of Resolution No. 2015-20 Adopting and Amending the NCRTD Charter Policy**
Sponsor: Anthony J. Mortillaro, Executive Director and Michael Kelly, Fleet and Facilities Operations Director. *Attachment.*

DISCUSSION ITEMS:

K. **Financial Report for May 2015:**
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director. *Attachment.*

L. **Finance Subcommittee Report:**
Sponsor: Chair Tim Vigil and Anthony J. Mortillaro, Executive Director. *Minutes from April 24, 2015.*

M. **Tribal Subcommittee Report:**
Sponsor: Chair Lonnie Montoya and Anthony J. Mortillaro, Executive Director.

N. **Executive Report for May 2015 and Comments from the Executive Director:**

1) **Executive Report**
2) **Performance Measures for April 2015**
3) **Ridership Report for April 2015**

CLOSED SESSION

Closed session of the meeting pursuant to NMSA 1978, Section 10-151 (H) (2) limited personnel exception for the purposes of the performance evaluation of the Executive Director.

O. **Reconvene in Open Session:** Possible action item(s) from closed session.

P. **Review and Acceptance of Goals and Objectives for Executive Director for the period of June 2015 to June 2016**

Sponsor: Daniel Barrone, Chairman. Attachment.

MATTERS FROM THE BOARD

Q. Cancellation of July 10, 2015 Board Meeting
Sponsor: Daniel Barrone, Chairman.

MISCELLANEOUS

ADJOURN

NEXT BOARD MEETING: August 7, 2015 at 9:00 a.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

North Central Regional Transit District
Board Meeting
Friday, May 1, 2015
Jim West Regional Transit Center
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Mayor Daniel Barrone, Chair, at 9:13 a.m. at the Jim West Regional Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. **Pledge of Allegiance**

2. **Moment of Silence**

3. **Roll Call**

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	Councilor Pete Sheehey	
Rio Arriba County	*Commissioner Alex Naranjo*	
Taos County	*Commissioner Jim Fambro*	
Town of Taos	*Mayor Daniel Barrone*	
Santa Fe County	*Commissioner Miguel Chávez*	
Nambé Pueblo	Absent	
Ohkay Owingeh	Absent	
Pojoaque Pueblo	*Mr. Tim Vigil*	
Santa Clara Pueblo		*Ms. Mary Lou Valério*

City of Santa Fe		*Mr. Jon Bulthuis*
San Ildefonso Pueblo		*Ms. Lillian Garcia*
Tesuque Pueblo	*Governor Charles Dorame*	
City of Española	*Councilor Dennis Tim Salazar*	
Town of Edgewood	Excused	
Rio Metro (ex officio)	Excused	

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Dalene Lucero, Executive Assistant
Mr. Michael Kelly, Transit Operations Manager
Ms. Stacey McGuire, Projects and Grants Specialist
Mr. Jim Nagle, Public Information Officer
Mr. Daniel Simon, Marketing and Communications Specialist
Mr. Troy Bingham, Finance Director
Mr. Pat López, Financial Analyst
Ms. Michelle Jacquez, Administrative Specialist
Mr. Tommy Martínez, Transit Shift Supervisor
Ms. Cindy Romero, Customer Service Representative
Mr. Ermo Gonzales, Transit Driver I

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Ms. Marcy Eppler, NMDOT
Ms. Delilah Garcia, NMDOT
Ms. Lucia Sanchez, Rio Arriba County
Ms. Tessa Jo Mascareñas, Santa Fe County
Mr. Ray Matthews, Santa Fe County
Mr. Scott Perkins, Wilson & Co.
Ms. Maria López Garcia, Rio Grande Sun
Mr. Sebastian Garcia, Guest

4. INTRODUCTIONS

Everyone present introduced themselves to the Board and public.

5. APPROVAL OF AGENDA

Commissioner Fambro moved to approve the agenda as presented. Mr. Vigil seconded the motion and it passed by unanimous roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fé County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, and Town of Taos voting in the affirmative and none voting against (10-0).

6. APPROVAL OF MINUTES – April 10, 2015

Commissioner Fambro moved to approve the agenda as presented. Commissioner Naranjo seconded the motion and it passed by unanimous roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fé County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County and Town of Taos voting in the affirmative and none voting against (10-0).

7. PUBLIC COMMENTS

There were no public comments.

Mr. Mortillaro introduced Troy Bingham as the new Finance Director and commented that he has 12 years' experience in government finance. The Board welcomed him to the NCRTD.

PRESENTATION ITEMS:

A. Presentation of Employee Anniversary Awards

Chairman Barrone said that the District employees are one of the most important parts of our family so it is great to bring them forward and brag about them. These five staff members have been with NCRTD five years.

Mr. Mortillaro and Chairman Barrone presented Ms. Michelle Jacquez, Mr. Tommy Martínez, Mr. Erma Gonzales, Ms. Cindy Romero and Mr. Pat López with 5-year service awards.

They briefly commented their appreciation for the recognition and pictures were taken.

Governor Charlie Dorame arrived at 9:26 a.m.

B. Public Hearing and Presentation of the Draft Fiscal Year 2016 Budget

Mr. Mortillaro said a draft budget is prepared annually at this time of year and initially is submitted to the Finance Subcommittee and then forwarded to the Board with recommendations. A final budget is required to be adopted by the Board by June 30 and submitted to the State Department of Finance and Administration.

He pointed out that overall, it is less than a 1% increase and continues to focus on the service plan and for this coming year, incorporates the start of the Mountain Trail Route as an 8 month trial starting in October and the La Cienguilla/Cerrillos Route as trial run. It also includes replacement of fleet vehicles and funding the three regional services: New Mexico Rail Runner, Atomic Transit and Santa Fé Trails. This budget does not incorporate the consolidation of the Taos Chili Line until both legislative bodies take the final vote. At that point in time a proposed amendment will be presented to the Board for consideration.

Mr. López gave a comprehensive review of the budget and explained many of the categories to the Board.

Mr. Mortillaro referred to page 25 and explained that the Mountain Trail Route would start in October 2015 and carry over to 2016. The La Cienega/Las Golondrinas Route starts in February 2016. He also reviewed all personnel changes in the new budget. Staff compensation had a 3% increase per the proposed compensation plan. The collective bargaining agreement has a 2% COLA and the health insurance premiums have a 3% increase in January 2016.

He reviewed the disbursements to the three regional transit systems and mentioned the Capital Investment Plan shown on page 28 that included administration auto; buses; solar lighting for shelter/stops; bus stop surface improvements; ADA plan compliance construction; standby emergency generator; bush hog attachment for skid steer loader; office addition; and Bus DVR replacements for a total of $1,237,838. The District will initially request a generator from war surplus. Office space is just a reconfiguration in the building and furniture.

Councilor Sheehey asked if the District was affected by lack of passing the state capital outlay.

Mr. Mortillaro agreed. $175,000 was lost. And it could have been used for local cash match on federal capital grants.

Councilor Sheehey urged members to send letters to the Legislature to lobby for special session.

Governor Dorame asked what hiring level the District was in.

Mr. Mortillaro thought it was 57. He added that there would be a new compensation plan presented next month.

The 10-year capital plan was shown on page 32. It was created to plan out anticipated expenditures for fleet replacement (per FTA guidelines), constructing a maintenance facility in 2016, paving for bus parking in 2019 which wouldn't be needed if the maintenance facility gets funded, and PV panels to reduce utility costs. The rest are just placeholders.

The Long Range Financial Plan was shown on page 34. The Board approved the moderate case scenario going out to 2024. It shows adequate finances up to 2021 where the District would no longer be in accord with the financial reserve plan. That plan doesn't include any state capital outlay.

Councilor Sheehey reported that he saw no intent for Los Alamos County to quit making their contributions to the District but it could shrink. Even continuing at $350,000 wouldn't be enough to balance future budgets. So other counties need to start thinking about some contribution. No one likes to see shrinking reserves. If the District can keep receiving federal and state funding, it would not be a great burden on the other counties. And the closer we can get to a balanced budget, the better we can make a case for continuing the GRT to the District.

Mr. Mortillaro agreed and emphasized that the District is in an envious position with current reserves for providing services. The maintenance facility shows a big match but if it doesn't happen - right now it is over $600,000 - it would push the costs down further. The whole intent is to look down the road and be prepared to address this potential shortfall before it happens.

He presented the reserve levels and the requirements and said there are not many agencies with an 8 month reserve. Staff and Board should be applauded for this conservative approach.

The budget relies on 564k reserve level and we follow the board policy on use of reserves and a new resolution will be presented at June meeting.

Mr. Bulthuis agreed it is a wonderful place to be with reserves. Santa Fé is certainly not in that position. He commented on the difficulty of not being able to fill the HR position.

Mr. Mortillaro said they have gone out and recruited and get applicants who couldn't follow the instructions. He made offers to several people without success. The District will soon be at 70 staff members so we really need one.

Mr. Dwyer said the whole area of employment law leads to some caution and the need for someone who is committed to the agency. So the District needs to hire a good HR director.

There was no public comment.

[This was an informational item and no action was required.]

ACTION ITEMS FOR APPROVAL / DISCUSSION

C. Discussion and Consideration of Adoption of Resolution 2015-10 Adopting a Preliminary Fiscal Year 2016 Budget

Mr. Mortillaro explained that we are required to have the Board take action on a preliminary budget. The final budget will be presented next month so this is not a binding vote today. There is one last chance

to amend the final budget for FY 2016 at the June meeting.

Commissioner Fambro moved to approve the Resolution 2015-10 Adopting a Preliminary Fiscal Year 2016 Budget. Mr. Vigil seconded the motion.

Councilor Sheehey asked if the Taos consolidation would likely be included next month.

Mr. Mortillaro hoped that would be the case. It is scheduled at the Taos Town Council on May 12, hopefully for the final review and approval. The budget for it is sort of lined out in our mind. We would be able to amend this budget and incorporate that into the final budget.

The motion passed by unanimous roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fé County, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in the affirmative and none voting against. Santa Clara Pueblo was not present for the vote. (10-0).

D. Discussion and consideration of Adoption of Resolution 2015-11 FY 14 Transportation Alternatives Program (TAP) ADA Transition Plan Approval

Ms. McGuire gave the background material regarding the ADA issues. In October, 2013, the Board authorized submission of an application for funding for the transition plan and to construct the needed modifications. The application was for $307,000 with a match of $52,000 to address 32 stops that were noncompliant and about 30 additional are in need of modifications.

Mr. Scott Perkins, with Wilson & Company, shared a power point presentation and explained that the approval of the ADA Transition Plan and related Resolution is the first step in the process of the NCRTD bringing all of its bus stops into ADA compliance. In Phase I (FFY14), an ADA Transition Plan has been created and identifies ADA noncompliant bus stops and shelters and provides ADA compliant bus stop location templates that will be used to guide modifications to bring the bus stops into ADA compliance. In Phase II (FFY15) and Phase III (FFY16) of the project, the ADA Transition Plan findings will be implemented to bring existing ADA noncompliant bus stops and shelters into compliance.

Ms. McGuire provided a hand out for the Transition Plan that included the budgets for five different options and a total estimate of $790,500 for 62 bus stops.

Mr. Perkins outlined the steps in the process for approval of the implementation plan including a 4-5 week bidding process; contract award; notice to proceed; construction for 3-4 months; and reimbursement from the State to close it out.

Mr. Perkins said the handout breaks down each of the options provided in Appendix D and takes a close look at each with estimates on what it would cost. Those ranges are developed from DOT unit bid prices. He cautioned that no bid information supports these ranges. Some elements could affect bids like transporting concrete to the site, etc.

Councilor Sheehey asked if the District had some choice in how to ask for bids, e.g., if the District could split up the region or have one contract for the whole region. He thought there might be motivated contractors in one section of the District. He also wondered if the $790,500 was close to what the District has.

Ms. McGuire clarified that this provides a clear picture of what to identify for additional funding needed to complete the project. Given the schedule of revenue coming in, it will have to be done with phasing.

Mr. Perkins agreed that we do want them to concentrate on an area and identify viable contractors who could qualify for this. The Board will have the capability for adding or separating the sites in the contracts. So there is as much flexibility as possible. He noted that the DOT has had rounds of projects and out of six, three were at least $1 million over budget. Hopefully the District can time it just right and get good competition on the project.

Chairman Barrone thanked Mr. Perkins for his presentation.

Mr. Mortillaro referred to page 66 for the resolution to adopt the ADA transition plan.

Councilor Sheehey moved to adopt Resolution 2015-11 FY 14 Transportation Alternatives Program (TAP) ADA Transition Plan Approval as presented. Commissioner Chávez seconded the motion **and it passed by unanimous roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fé County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in the affirmative and none voting against. (11-0).**

E. Discussion and Consideration of Resolution 2015-12 Authorizing the NCRTD Staff to apply for Federal funding through the FFY 2015 TIGER Grant Program for a Maintenance Facility, Wash Bay, and Fueling Station

Ms. McGuire referred to page 276 and presented information regarding the application for TIGER funding. This is the third attempt to get the TIGER funding. She got FTA to comment on how to improve the application and they were very helpful. She referred to page 279 on funding availability and the designs of the facility to be presented. The request is for $5,554,000 for project and the total cost is $6.61 million. So there is a need to look for alternatives in match funding. The deadline is June 5.

Chairman Barrone asked if this is preliminary.

Ms. McGuire said she submitted the re-application form that just asked for statistics on our organization. She just had to complete that in order for the District to be eligible. She will be requesting support letters for it and asked members to put their letter on their letterhead and adjust language as they prefer so they can be included in the application.

Governor Dorame moved to adopt Resolution 2015-12 Authorizing the NCRTD Staff to apply for Federal funding through the FFY 2015 TIGER Grant Program for a Maintenance Facility, Wash Bay,

and Fueling Station. Councilor Salazar seconded the motion and it passed by unanimous roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, City of Santa Fe, Santa Fé County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in the affirmative and none voting against. (11-0). voice vote. (11-0)

Commissioner Naranjo departed after the vote at 11:04 a.m.

F. Discussion and Consideration of an Agreement between the Town of Taos (Town) and the North Central Regional Transit District (District) to Consolidate Public Transit Services

Mr. Mortillaro presented the agreement as it was worked out between the Town of Taos and the NCRTD to consolidate the public transit services. It was reviewed by the Taos Town Council at their meeting on Tuesday and, based on discussion, it was continued to May 12. There were concerns expressed related to employees and what would happen to their vacation and sick leave accruals. They use a concept where vacation and sick leave are combined in accrued leave. The District agreed to provide some options to the employees and he sent a couple for the Town Manager to consider. One would be just for the Town to pay out those accruals and they start over, based on the accrual rates and based on their years of service.

The downside would be if they become ill or have accident they wouldn't have any form of income protection and would have to take leave without pay. And they would have to make up the prorated insurance premium coverage for the leave time. The other option was that each employee would come with 40 sick days and 40 annual leave days and ask the Town to cover those at their rate of pay at the District. Then the employees would make the decision on which option to choose.

There were questions about what their earnings would be. They would all get a pay increase because of differences in pay structures. Benefits are very comparable and the pension plan conversion won't take away benefits.

He met with the staff before their Council meeting and he will meet with them again and explain the options to them further.

The most complex part is the transfer of the maintenance facility.

In the exhibits are the scope of service, current funding sources, etc. The consolidation would start July 1. Liabilities, assets, termination, conveyance are all addressed in the agreement. There is a lot that must happen beforehand - to get staff on board, training programs, changes to the computer system, etc. The Board can approve it today with latitude to make changes in the document or bring it back on the first of June. It is a dilemma right now.

Governor Dorame made a motion to approve the Agreement, pending the approval of the Town of Taos. Mr. Vigil seconded the motion and it passed by unanimous roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fé County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in the

affirmative and none voting against. Rio Arriba County was not present for the vote (10-0).

Mr. Dwyer pointed out that the District needs to meet with employees to train them on NCRTD rules and that decision needs to be made now regardless of when the agreement is approved.

Councilor Sheehey said page 32 is hard to understand. He asked if the District expects to save money with this agreement but has to put $138,000 of GRT revenue into this.

Mr. Mortillaro explained the details of financial results of the agreement. He said for the Taos Ski Valley route there needs to be a bigger contribution from the Ski Valley and that the Ski Corporation needs to contribute to the operation also.

Councilor Sheehey suggested that should be comparable to the subsidy in Santa Fé.

Mr. Mortillaro said they tried to find a happy medium and clarify the District subsidy as well. He pointed out that there is some benefit to the District, aside from dollars and cents. The maintenance facility and vehicle yard there have a lot of value and would eliminate lots of mileage from Taos to Española and back.

Taos should get some GRT subsidy also. It is a balancing act and not a precise science. The exact numbers won't be known until we are operating it.

Councilor Sheehey asked what the best estimate for operating costs are now.

Mr. Mortillaro said it is about $450,000.

Councilor Sheehey observed that the operation is ultimately saving the tax payers money and he supported that. But in the long term, all the counties and organizations within the district might have to subsidize it. He thought the District could offer efficiency as well.

Commissioner Fambro reminded the Board that it also allows for expansion to Taos Pueblo and scenarios just outside the town limits but he also cautioned, in knowing their Council to note that this approval is pending the Taos Council's approval and giving Mr. Mortillaro the leeway to negotiate with their employees.

Governor Dorame agreed to include "pending the Taos Council's approval and giving Mr. Mortillaro the leeway to negotiate with their employees in his motion. Mr. Vigil agreed.

Mr. Bulthuis asked regarding the compensation package if those employees are adequately represented.

Mr. Mortillaro said currently, they are not represented but will be soon.

Chairman Barrone said that vote is today.

Mr. Mortillaro explained the provisions and how it would be implemented. He thought the union would accept it.

Mr. Bulthuis asked if it had a six month probation. Mr. Mortillaro agreed.

Mr. Dwyer hoped they would transfer the facilities without strings. Land can be an asset or a liability depending on environmental conditions, etc. so that is still unknown. It will go through a normal real estate procedure and that takes a little time. It is normally conveyed by ordinance following an appraisal. There is a possibility of a referendum and we don't have the time to do all of that so that will be after.

Mr. Mortillaro said they met with Dave Harris about the DOT grant and issues with a transfer of the grant. We have time in FY 2016 to have that conveyed to the District.

The motion (as amended) passed by unanimous roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fé County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in the affirmative and none voting against. Rio Arriba County was not present for the vote (10-0).

G. Discussion and Consideration of an Agreement between the Town of Taos (Town) and the North Central Regional Transit District (District) for Fleet Maintenance Services

Mr. Mortillaro explained that this goes hand in hand with the consolidation agreement. The District is the beneficiary and this allows the Town to keep a full-time employee for their vehicles. The agreement allows them to keep that employee and allows all vehicles to be serviced there. It uses the maintenance agreement approved here two months ago.

Mr. Kelly added that this is just like the Rio Arriba County agreement. The issue there is that currently, six of our vehicles are housed in Taos and really are looking at 20 vehicles in that area. This will help facilitate meeting the District's needs there. It would be beneficial to all, especially with the facility right next door.

Mr. Mortillaro noted that on page 34 was an aerial photograph of the maintenance facility and described it. Some details still have to be worked out.

Councilor Sheehey understood that can be negotiated but having an adequate facility and a qualified mechanic there is valuable.

Commissioner Chávez was confused because in the memo it says the agreement is "stop gap."

Mr. Mortillaro said it means the District would still have its own maintenance facility here but doesn't preclude having satellite facilities.

Commissioner Chávez agreed that makes sense and provides efficiency and cost savings.

Mr. Mortillaro added that if we reach that point, we might ask that person to become a District employee and working under the District's maintenance supervisor.

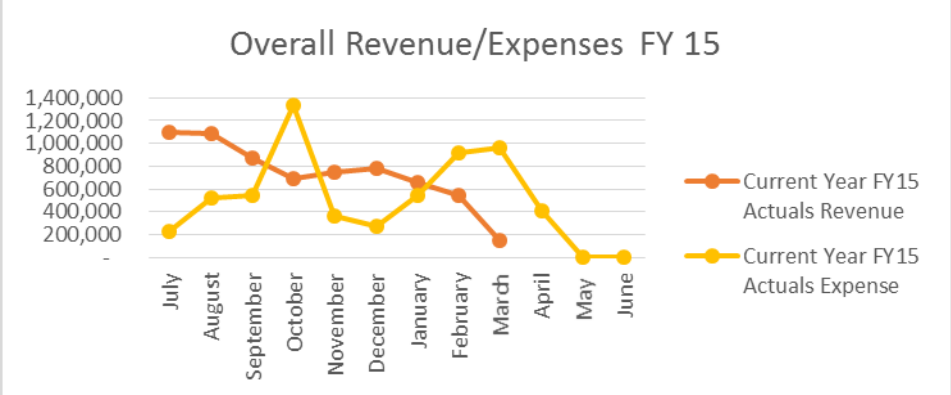
Mr. Bulthuis moved to approve the agreement as presented. Commissioner Chavez seconded the motion and it passed by a roll call vote with City of Española, Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fé County, Santa Clara Pueblo, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in the affirmative and none voting against. Rio Arriba County was not present for the vote (10-0).

DISCUSSION ITEMS:

Councilor Salazar departed the meeting at this time.

H. Financial Report for April 2015

Mr. López presented the Financial Report for April and referred to the packet, pages 381 to 395 for details.



I. Finance Subcommittee Report

Mr. Vigil reported on the Finance Subcommittee meeting which was held on April 24, 2015. He said the result is evidenced in the draft budget presented earlier in this meeting. He thanked Mr. Mortillaro and staff for putting it together in an easy to understand format.

J. Tribal Subcommittee Report

Mr. Montoya was not present to give the report. Ms. McGuire said they discussed ride enhancement and changes in routes. They talked about the $5 million set-aside from the feds for tribes that differs from formula funding and identified some projects that would be ready to go when the funding becomes

available for discretionary funding. They have submitted reports. The meetings will be concurrent with board meetings quarterly.

K. Executive Report for April 2015 and Comments from the Executive Director

1. Executive Report

Mr. Mortillaro reported on the Mountain Trail Route status. Santa Fé County approved participation in a contribution a month ago and also requested an agreement between the District and Santa Fe County which has been drafted and should be on their next meeting agenda.

Commissioner Chávez said it will be considered at their meeting on May 12 and the Commission will have a letter from the City of Santa Fe indicating their source of funding for that route and they should be able to agree to support it.

Mr. Mortillaro asked Mr. Bulthuis if an updated letter is possible for deduction from the third quarter. Mr. Bulthuis agreed.

Mr. Mortillaro announced that he will become President of the New Mexico State Transit Association, taking over from Mr. Bulthuis who was the President before. "I appreciate Mr. Bulthuis' work and his confidence in nominating me. I will hand over the books to Philo Shelton as Treasurer."

2. Performance Measures for March 2015

The Performance Measures were contained in the packet.

3. Ridership Report for March 2015

The Ridership Report for March 2015 was in the packet.

4. Open Gov. Demo: *NCRTD cloud-based financial analysis and transparency platform*

Mr. López showed the Demo which will be on the NCRTD website in the near future. He said the staff will be working on tutoring for the next couple of months.

Mr. Mortillaro commented briefly on the program and how it can be utilized. Opengov is a very helpful website. They set this all up for the District and it saved a lot in staff time.

Mr. López noted that 270 entities throughout the nation use opengov for transparency in their governance.

Councilor Sheehey asked if there was a way to provide projections out of this.

Mr. Mortillaro said there is a module for that but the District doesn't have it yet.

MATTERS FROM THE BOARD

There were no other matters from the Board.

MISCELLANEOUS

There were no miscellaneous items.

ADJOURN - Next Board Meeting: June 5, 2015 at 9:00 a.m.

Commissioner Chávez moved to adjourn the meeting. Commissioner Fambro seconded the motion and it passed by unanimous voice vote at 12:12 p.m.

Approved by:

_____
Daniel R. Barrone, Chair

Attest:

_____
Dennis Tim Salazar, Secretary

Submitted by:

_____
Carl Boaz for Carl G. Boaz, Inc.

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 5, 2015

Agenda Item – B

Title: Discussion and Consideration of Resolution No. 2015-13 authorizing the Use of the Reserve Fund for the FY2016 Budget

Prepared By: Troy Bingham, NCRTD Finance Director

Summary: The District's Financial Policy requires that the use of the Reserve Fund be authorized by the Board and is consistent with restrictions set forth in the policy.

Background: On November 8, 2013 the District Amended the Financial Policies to define financial reserves and appropriate uses of those funds. The FY2016 Preliminary and Final Budgets have proposed uses of those reserve funds. This resolution authorizes the FY2016 Budget use of these funds for their specific purposes.

Recommended Action: It is proposed that the Board discuss the intent of this resolution prior to the presentation of the Final FY2016 Budget and approve the use of the reserve funds.

Options/Alternatives: The Board can elect to accept the resolution as recommended by the Finance Policy and staff or to initiate modifications.

Fiscal Impact: FY2014 Audited Unrestricted Net Position was $6,825,812 and FY2015 actual revenues are higher than projected and actual expenditures are lower than what was budgeted, so projected fiscal year end fund balance is approximately $7,247,193 which leaves sufficient funds available in the reserve for this request.

Attachments:
- Resolution 2015-13

North Central Regional Transit District (NCRTD)

Resolution 2015-13

A Resolution Approving the Use of the Reserve Fund for the FY2016 Budget Consistent with the October 2013 Adopted Financial Policies

WHEREAS, the Board of Directors adopted an amended District Reserve Policy on November 8, 2013; and

WHEREAS, the District's Reserve Policy authorizes the use of reserve funds in certain limited conditions; and

WHEREAS, Section 3-Reserve Policy, Paragraph 3E-Approval for the Use of Reserve Fund, authorizes the use of funds for budget stabilization, capital and capital replacement, service enhancements, and debt service; and

WHEREAS, the FY2016 budget uses fund balance for capital and capital replacement plans that are consistent with Section 3-Reserve Policy, Paragraph 3B-Reserve for Capital and Capital Replacement; and

WHEREAS, the FY2016 budget uses fund balance for service enhancements for La Cienega/Las Golondrinas, Taos Town Transit Consolidation and the Santa Fe Mountain Trail Route which is consistent with Section 3-Reserve Policy, Paragraph 3C-Reserve for Service Enhancement; and

WHEREAS, unspent Transportation Alternatives Program (TAP) local match funds from FY2015 will need to be re-budgeted and made available in FY2016 Budget; and the District Financial Policy does not define this as a use of reserves, but is common practice for unspent Federal grants to carry forward until they are fully spent, so local matching funds are carried forward for this purpose.

WHEREAS, the Board, after thorough consideration and upon recommendation of the Finance Subcommittee and the NCRTD Staff, find that it is prudent to authorize the use of reserve fund balances as follows.

NOW THEREFORE BE IT RESOLVED BY THE NCRTD BOARD THE APPROVAL OF THIS RESOLUTION.

The Board authorizes the use of $526,609 of NCRTD reserve funds for FY2016 as follows:

1. $313,568 Capital and Capital Replacement
2. $126,601 Service Enhancements
3. $ 76,440 TAP Local Match
   $516,609 Total Use of Reserves

_____
Daniel Barrone, Chair

Approved as to form:

_____
Peter Dwyer, Counsel

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 5, 2015

Agenda Item – C

Title: Resolution No. 2015-14 Adopting Fiscal Year (FY) 2016 Budget.

Prepared By: Anthony J. Mortillaro, Executive Director and Troy Bingham, NCRTD Finance Director

Summary: Resolution adopting the Fiscal Year 2016 Budget. The preliminary budget adopted by the Board on May 1, 2015 has been amended to incorporate the Taos Chili Line into the NCRTD operations and to include other minor changes. Following is a summary of the revenue and expenditure changes.

Revenue Category	Preliminary FY16 Budget Request	Amended FY16 Budget Request	Final FY16 Budget Request
5311/Taos	$ 0	$353,935	$353,935
Miscellaneous	$207,344	$142,324	$349,668
Taos Contribution	$0	$173,972	$173,972
Cash Balance	$564,923	($48,314)	$516,609
Other Revenues	$9,837,155	$0	$9,837,155
Total Revenues	$10,609,422	$621,917	$11,231,339

Expenditure Category	Preliminary FY16 Budget Request	Amended FY16 Budget Request	Final FY16 Budget Request
Salaries	$2,336,947	$299,883	$2,636,830
Employee Benefits	$1,107,138	$138,057	$1,245,195
Operating Expenses	$5,927,499	$162,977	$6,090,476
Capital Outlay	$1,237,838	$21,000	$1,258,838
Total Expenditures	$10,609,422	$621,917	$11,231,339

Background: See Budget Summary.

Recommended Action: It is recommended that the Board move to adopt Resolution No. 2015-14 adopting the Fiscal Year 2016 Final Budget Request.

Options/Alternatives: None. A final budget is required to be adopted by the Board and submitted to the Department of Finance and Administration by July 31, 2015.

Fiscal Impact: N/A

Attachments:

- Resolution 2015-14
- FY16 Final Budget Request
- Capital Improvement Plan
- Long Range Financial Plan – Moderate Case Scenario

North Central Regional Transit District (NCRTD)

Resolution 2015-14

A RESOLUTION ADOPTING THE FISCAL YEAR 2016 FINAL BUDGET

WHEREAS, the proposed Fiscal Year 2016 Budget was submitted in accordance with the Board's Financial Policies as adopted and amended on November 4, 2011, March 1, 2013 and November 8, 2013; and

WHEREAS, after a public hearing was held, said budget was developed on the basis of need and through cooperation with all user departments, appointed officials and other department supervisors; and

WHEREAS, the Board of Director's Finance Sub Committee on April 24, 2015 conducted a detailed review of the budget and recommended that the Board consider the Budget as presented; and

WHEREAS, the NCRTD governing body in and for the NCRTD has conducted a public hearing on May 1, 2015 and reviewed and approved a preliminary Budget for Fiscal Year 2016.

NOW AND THEREFORE BE IT RESOLVED THAT the Board of Directors of the NCRTD, State of New Mexico, hereby adopts the final budget for Fiscal Year 2016 hereinafter described and respectfully requests approval from the State of New Mexico's Local Government Division of the Department of Finance and Administration.

PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 5TH DAY OF JUNE, 2015.

_____

Daniel Barrone, Chairman

Approved as to form:

_____

Peter Dwyer, Counsel

Fiscal Year 2016

Final Budget

NCRTD Summary

	FY 2012	FY 2013	FY 2014	FY 2015		FY 2016		
	Actual	Actual	Actual	Budget	Actual-YTD	Preliminary Budget Request	Amended Budget Request	Final Budget Request
NCRTD Revenues								
5311 FTA Funding								
5311/ADMINISTRATION	489,984	562,886	483,552	516,360	327,942	533,132		533,132
5311/OPERATING	412,168	579,188	636,359	880,805	419,162	1,006,822		1,006,822
5311/CAPITAL	57,545	40,811	131,172	295,000	31,583	200,000		200,000
5311/Taos							353,935	353,935
Total 5311 FTA Funding	**959,696**	**1,182,885**	**1,251,083**	**1,692,165**	**778,687**	**1,739,954**	**353,935**	**2,093,889**
5316/JARC/OPERATING	**99,166**	**201,723**	**232,609**	**58,089**	**164,772**	**-**	**-**	**-**
Other Federal Grants								
5304/Federal Grant/PLANNING	-	`	146,344	60,000	107,635	-		-
Tribal Transit FTA grants		261,540	-	384,878				-
TAP Funding				215,736		448,560		448,560
5310/Federal	-					208,800		208,800
Tribal Transit	62,344					186,341		186,341
5309 Federal Grant	828,420	30,982	-			-		-
5309/ Fed Grant/Earmark-State of Good Repair	616,856	280,000	-	202,460		-		-
Veterans Initiative			272,000	54,400		-		-
Total Other Federal Grants	**1,507,620**	**572,522**	**418,344**	**917,474**	**107,635**	**843,701**	**-**	**843,701**
State Capital & Local Contributions								
State Capital Outlay/Vehicles	-	`	161,188	184,312	-	-		-
LA Contribution	600,000	500,000	450,000	400,000	400,000	350,000		350,000
Taos Contribution							173,972	173,972
Building	-							-
Total State Capital & Local Contributions	**600,000**	**500,000**	**611,188**	**584,312**	**400,000**	**350,000**	**173,972**	**523,972**
GRT Revenue/Misc.								
Cash Balance/Project Carryovers	-	333,000		405,196		564,923	(48,314)	516,609
Gross Receipts Tax	7,083,927	6,871,270	6,941,122	6,809,100	4,142,591	6,903,500		6,903,500
Misc.	38,859	24,312	53,637	50,000	25,634	207,344	142,324	349,668
Total Local/GRT Revenue	**7,122,786**	**7,228,582**	**6,994,759**	**7,264,296**	**4,168,224**	**7,675,767**	**94,010**	**7,769,777**

NCRTD Summary

	FY 2012	FY 2013	FY 2014	FY 2015		FY 2016		
	Actual	Actual	Actual	Budget	Actual-YTD	Preliminary Budget Request	Amended Budget Request	Final Budget Request
Total Overall Revenue	**10,289,268**	**9,685,711**	**9,507,983**	**10,516,336**	**5,619,318**	**10,609,422**	**621,917**	**11,231,339**

NCRTD Summary

	FY 2012	FY 2013	FY 2014	FY 2015		FY 2016		
	Actual	Actual	Actual	Budget	Actual-YTD	Preliminary Budget Request	Amended Budget Request	Final Budget Request

	FY 2012	FY 2013	FY 2014	FY 2015		FY 2016		
	Actual	Actual	Actual	Budget	Actual-YTD	Preliminary Budget Request	Amended Budget Request	Final Budget Request
Salaries and Benefits								
District Salaries	1,745,048	1,699,079	1,764,308	2,093,277	1,201,521	2,336,947	299,883	2,636,830
Benefits & Payroll Taxes	556,308	658,277	709,864	853,514	547,614	1,107,138	138,057	1,245,195
Total Salaries and Benefits	**2,301,356**	**2,357,356**	**2,474,172**	**2,946,791**	**1,749,135**	**3,444,085**	**437,940**	**3,882,025**

Operating Expenses		FY 2012	FY 2013	FY 2014	FY 2015		FY 2016		
		Actual	Actual	Actual	Budget	Actual-YTD	Preliminary Budget Request	Amended Budget Request	Final Budget Request
Vehicle Allowance - Benefit	6110180	2,000	100	-	-	-	-		-
Cleaning Bus Allowance	6110181		260	440	1,200	200	500		500
Utility Expense Allowance	6110182		-	200	960	20	120		120
Non-RTD Railrunner	6110270	1,979,701	2,013,811	2,102,178	2,100,000	1,132,156	2,100,000		2,100,000
Non-RTD Los Alamos County	6110272	1,303,870	1,332,081	1,344,173	1,361,820	357,662	1,380,700		1,380,700
Non-RTD City of Santa Fe	6110275	967,630	981,932	940,921	953,274	684,619	966,490		966,490
Bank Service Charges	6110290	20	13	-	120	227	900		900
Penalties/Interest	6110295	9,430	62	-	500	-	500		500
Internet Service	6110310	-	1,675	4,219	5,251	3,452	4,440		4,440
Postage	6110315	1,176	665	1,572	2,420	1,040	3,000		3,000
Telephone	6110320	14,069	11,427	10,754	10,172	7,922	11,739		11,739
Cell Phone	6110325	6,656	4,603	4,496	5,294	3,388	4,602		4,602
Health & Wellness	6110455	-		-	4,500	150	4,500		4,500
Promotions	6110450	-		-	7,500	1,640	3,000		3,000
Contractual Services	6110400	156,210	144,713	264,505	344,223	167,197	244,023		244,023
Audit	6110405	53,500	23,005	23,219	25,000	23,433	27,000		27,000
Advertising	6110410	23,877	16,940	61,715	66,470	28,027	74,770	12,572	87,342

NCRTD Summary

		FY 2012	FY 2013	FY 2014	FY 2015		FY 2016		
		Actual	Actual	Actual	Budget	Actual-YTD	Preliminary Budget Request	Amended Budget Request	Final Budget Request
Advertising-Other	6110415	302	18,198	8,990	7,500	11,189	13,500		13,500
Contractual Services - Other	6110420	-	18,640	-	-	-	61,586	14,414	76,000
IT Hardware/Software Support	6110425	5,517	7,587	6,851	25,700	7,235	41,785	5,000	46,785
Dues and Subscriptions	6110500	1,831	12,263	8,597	10,666	12,370	15,765		15,765
Equipment		233	-	785	-	-			-
Equipment Rental	6110605	-	1,135	1,725	1,000	-	2,950		2,950
Equipment Repair & Maintenance	6110610	1,446	851	693	4,000	-	3,500		3,500
Computer Repair & Maintenance	6110615	3,997	-	-	1,000	-	500		500
Building Maintenance	6110620	-	12,224	8,700	15,000	15,499	15,000		15,000
Maintenance Machinery & Equipmen	6110625	110	3,190	6,564	2,000	-	2,000		2,000
Insurance	6110700	-	3,600	-	-	-	-		-
Property Insurance	6110705	9,927	6,566	6,670	7,000	-	7,210		7,210
General and Employee Liability	6110710	21,119	21,119	21,550	22,000	18,869	18,450		18,450
Civil Rights	6110715	3,311	3,311	3,311	3,311	3,311	3,311		3,311
Vehicle Insurance	6110725	59,997	54,960	56,058	68,000	42,647	72,100	14,125	86,225
Snow Removal (MA Agora)	6110730	3,200	-	-	6,000	-	-		-
Office Rent	6110805	28,800	-	-	-	-	-		-
Utilities	6110810	15,552	24,932	25,299	25,000	18,416	25,000	15,012	40,012
Janitor	6110815	5,842	20,179	23,690	-	15,805	24,000		24,000
Utility Expense Allowance	611082	-	120	40	-	-	-		-
Uniforms	6110900	12,193	1,540	-	12,300	11,482	5,500	2,500	8,000
Drug and Alcohol Testing	6110905	-	-	-	1,000	-	1,000		1,000
Physicals	6110910	1,984	2,415	2,860	2,700	1,522	2,700		2,700
Printing	6111000	5,226	4,869	13,243	19,500	4,688	15,535		15,535
Copying	6111005	309	1,193	13	1,450	-	-		-
Supplies	6111100	-	2,938	1,267	-	-	-		-
Office Supplies	6111105	17,044	8,041	13,453	10,650	9,198	9,750		9,750
Furniture & Equipment under 5K	6111110	9,905	4,123	20,091	4,500	3,730	5,380		5,380
Janitorial Supplies	6111115	93	3,056	1,000	1,000	-	-		-
Training/Registration	6111200	5,235	1,358	9,024	13,624	5,318	17,314	3,485	20,799
Travel	6111300	287	457	457	-	-	-		-
Mileage	6111305	4,388	8,837	6,992	4,075	2,147	4,275		4,275
Public Transit Fares	6111310	-	-	5,304	11,535	2,670	9,750		9,750
Per Diem	6111315	6,780	449	3,628	5,538	1,365	6,260		6,260
Registration Fees	6111320	1,125			-	-	-		-
Lodging and Meals	6111325	-	9,703	11,081	13,890	5,136	17,110		17,110

NCRTD Summary

		FY 2012	FY 2013	FY 2014	FY 2015		FY 2016		
		Actual	Actual	Actual	Budget	Actual-YTD	Preliminary Budget Request	Amended Budget Request	Final Budget Request
Meals & Meeting Expenses	6111327	351	3,630	2,649	9,050	5,455	3,850		3,850
Misc. Expenses	6111330	1,146	791	933	215,701	2,657	2,800	5,000	7,800
Fuel	6111400	382,190	406,653	410,199	447,723	233,298	449,334	46,569	495,903
Cell Tower Rental Fees	6111405	2,700	3,177	7,803	9,000	4,131	8,000		8,000
Shop Supplies	6111410	7,906	7,535	7,644	6,000	4,770	6,500		6,500
Oil and Lubricants	6111415	12,695	15,587	14,920	14,600	7,574	15,000	3,700	18,700
Hazardous Waste Disposal	6111420	-	-	-	-	-	-		-
Replacement Parts	6111425	36,888	63,976	65,908	75,500	53,434	76,000	15,400	91,400
Tires	6111430	19,363	51,981	26,771	29,500	28,644	34,000	6,100	40,100
Vehicle Maintenance - Repair	6111435	80,371	62,509	96,383	89,500	66,453	89,400	14,100	103,500
Painting	6111440	3,983	2,891	5,621	5,000	-	5,000		5,000
Depreciation	6111900	-	-	-	-	-	-		-
Cell Phone	6220305		156	-	-	-	-		-
Building Maintenance	6220605	4,730	195,848	249	-	-	-		-
Shop Supplies	6220805		168	-	-	-	-	5,000	5,000
Replacement Parts	6221120		1,019	-	-	-	-		-
Computers	6330110		6,964	5,557	1,500	2,075	5,600		5,600
Mobile Radios		-	-	-	2,000	-	2,500		2,500
Benches and Signage				-	1,000		2,000		2,000
									-
Total Operating Expenses		**5,294,210**	**5,604,702**	**5,670,966**	**6,094,717**	**3,012,221**	**5,927,499**	**162,977**	**6,090,476**

		FY 2012	FY 2013	FY 2014	FY 2015		FY 2016		
		Actual	Actual	Actual	Budget	Actual-YTD	Preliminary Budget Request	Amended Budget Request	Final Budget Request
Capital Outlay									
Capital Expenses	6330100		-	-	-	-			-
Buildings	6330105	1,486,574	224,891	5,916	262,500	-	15,000		15,000
Mobile Radios	6330160	19,408	48,912						-
Furniture & Fixtures	6330115	39,962	97,328	-	-	-			-
Other Capital Expenses	6330125	69,881	38,314	360,995	265,383	177,092	660,000	21,000	681,000
Benches and Signage	6330130		10,241	-		-	-		-
Passenger Buses	6330135	771,070	378,530	311,678	896,945	157,835	512,838		512,838

NCRTD Summary

		FY 2012	FY 2013	FY 2014	FY 2015		FY 2016		
		Actual	Actual	Actual	Budget	Actual-YTD	Preliminary Budget Request	Amended Budget Request	Final Budget Request
Bus Shelters	6330155	29,642	-	30,974	50,000	-	50,000		50,000
Total Capital Outlay Expenses		**2,416,537**	**798,217**	**709,563**	**1,474,828**	**334,927**	**1,237,838**	**21,000**	**1,258,838**
Total Overall Expenses		**10,012,103**	**8,760,274**	**8,854,701**	**10,516,336**	**5,096,284**	**10,609,422**	**621,917**	**11,231,339**

NCRTD Position History

	FY 2011		FY 2012		FY 2013		FY 2014		FY 2015		FY 2016	
Admin	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)												
Executive Director	1	1	1	1	1	1	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1	1	1	1	1	1
File Clerk									0.25	1	0.3	1
Marketing Manager/PIO	1	1	1	1	1	1	1	1	1	1	1	1
Marketing Specialist									1	1	1	1
Special Project Manager	1	1	1	1	1	0	0	0	0	0	0	0
Director of Human Resources/Risk and Safety	0	0	0	0	0	0	1	1	1	1	1	1
TOTAL Positions	4	4	4	4	4	3	4	4	5.25	6	5.3	6

	FY11		FY12		FY13		FY14		FY15		FY16	
Finance	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)												
Finance Director									1	1	1	1
Finance Manager	1	1	1	1	1	1	1	1	0	0	0	0
Financial Analyst	1	1	1	1	1	1	1	1	1	1	1	1
Financial Specialist	1	1	1	1	1	1	1	1	1	1	1	1
TOTAL Positions	3	3	3	3	3	3	3	3	3	3	3	3

	FY11		FY12		FY13		FY14		FY15		FY16	
Operations Admin	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)												
Director of Transit Operations and Facilities									1	1	1	1
Transit Operations Manager	1	1	1	1	1	1	1	1	0	0	0	0
Assistant Transit Operations Manager	1	0	1	0	0	0	0	0	0	0	0	0
Administrative Specialist	1	1	1	1	1	1	1	1	1	1	1	1
Service Development Manager (reclass 9/12)	1	1	1	1	1	0	0	0	0	0	0	0
Service Development, Projects , Grants Spec	0	0	0	0	0	1	1	1	1	1	0	0
Transit Planning, Grants and Projects Manager	0	0	0	0	0	0	0	0	0	0	1	1
Regional Transit Planner	0	0	0	0	0	0	0	0	0	0	1	1
TOTAL Positions	4	3	4	3	3	3	3	3	3	3	4	4

	FY11		FY12		FY13		FY14		FY15		FY16	
Operations Driver	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)												
Route Supervisors	2	2	2	2	2	2	2	2	2	2	3	3
Dispatchers	2	2	2	2	2	2	0	0	0	0	0	0
Dispatcher (non CDL)							1	1	0	0	0	0
Dispatcher (CDL)							1	1	0	0	0	0
Customer Service Representative I									1	1	1	1
Customer Service Representative II									0	0	1	1

	FY 2011		FY 2012		FY 2013		FY 2014		FY 2015		FY 2016	
Customer Service Representative II/Transit Software Specialist											1	1
Customer Service Representative III/Driver II											0	0
Driver 1 (Non CDL)	25	27	27	30	30	30	14	14	15	15	15	15
Driver 2 (CDL)							16	16	12	12	16.3	17
Driver 3 (CDL)							0	0	4	4	5	5
Permanent Part-Time (benefits)												
Drivers (CDL)				2	1	2	0	0	0	0	0.5	1
Driver (non CDL)							0.71	1	0	0	0	0
Part-Time (no benefits)												
Drivers	6	7	7	2	1	2	0	0	0	0	0	0
Drivers (CDL)	0	0	0	0	0	0	1	2	1	2	1	2
Temp Hours @ 9860 (800 per temp/posit.)	0	0	0	1.1	1.1	1	1.1	2.86	1.1	2.86	4.74	12.33
TOTAL Positions	35	38	38	39.1	37.1	39.0	36.8	39.86	37.1	39.86	48.54	58.33

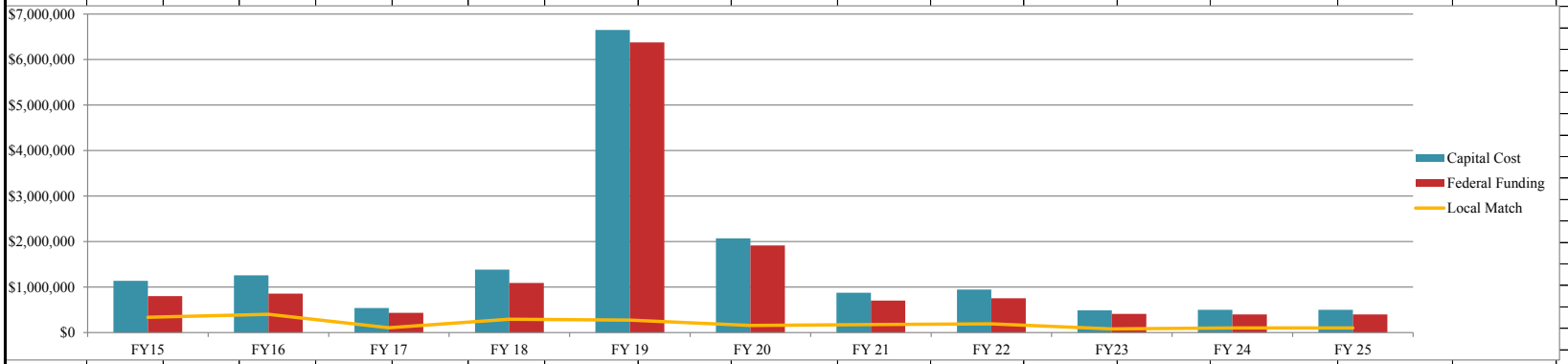
	FY11		FY12		FY13		FY14		FY15		FY16	
Fleet/Building	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)												
Fleet/Facility Maintenance Manager	1	1	1	1	1	1	1	1	1	1	1	1
Fleet Mechanic											1	1
Facility Maintenance Specialist	0	0	0	0	1	1	1	1	1	1	1	1
Custodian	0	0	0	0	1	0	0	0	0	0	0	0
Facility Maintenance Worker (part time)	0	0	0	0	0	0	0	1	0.5	1	0	0
Facility Maintenance Worker (Full time)	0	0	0	0	0	0	0	0	0	0	1	1
TOTAL Positions	1	1	1	1	3	2	2.5	3	2.5	3	4	4

	FY11		FY12		FY13		FY14		FY15		FY16	
	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Total Positions	**47**	**49**	**50**	**50.1**	**50.1**	**50**	**49.3**	**52.86**	**50.85**	**54.86**	**64.84**	**75.33**

Capital Improvement Plan

Capital Improvement Plan 5-27-2015

						FY15	FY16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY23	FY 24	FY 25	
Fleet Replacement						$593,673	$542,838	$524,000	$736,000	$637,000	$903,000	$817,000	$655,000	$402,000	$500,000	$500,000	
Maintenance Facility									$503,000	$5,668,552							
Paving bus parking area										$0							
Bus Protective Awnings											$422,500						
PV panels and electrical conversion to power RTD Facilities											$150,000						
Transit Orientated Development Site Planning									$70,000								
Scheduleing, Reporting, Vehicle Location Software						$177,200											
75 Shelters (15/yr @$4,000 ea. X 5 years)						$50,000				$60,000		$60,000					
Fueling Facility										$200,000							
Satellite Facilities (SF,Taos)										$75,000							
Signage, trash receptacles and Schedule holders at bus stops (100@$500 ea.)								$15,000		$10,000			$10,000				
Snow Plow attachment																	
Emergency Electrical Generator - Building							$65,000										
Afterhours security gates (front and side entrance)																	
Bus stop improvements (varies)						$10,000	$10,000										
Records software and Archival System											$75,000						
Skid steer loader						$54,000											
ADA Plan Implementation						$252,500	$525,000										
Bus Pull Outs on West Side Route (North and South Bound) Safety Issue																	
Bus Pull Outs on Riverside Drive (North and South Bound) Safety Issue																	
Brush Hog attachment							$5,000										
Solar Lighting Shelters and Stops							$50,000		$50,000		$50,000		$50,000				
Bus DVR replacements (5 @$5,000)							$25,000		$25,000								
Office Addition							$15,000										
Automatic Passenger Counters											$469,857						
Automatic Announceators													$229,445				
Automatic Bus Inspection														$57,492			
Automatic IVR														$30,993			
Mobile Data Terminals							$ 21,000										
Total						**$1,137,373**	**$1,258,838**	**$539,000**	**$1,384,000**	**$6,650,552**	**$2,070,357**	**$877,000**	**$944,445**	**$490,485**	**$500,000**	**$500,000**	**$16,352,050**
Federal 80%/50%		0.8	0.5			$800,136	$857,360	$434,200	$1,091,800	$6,378,152	$1,914,757	$701,600	$753,445	$410,085	$400,000	$400,000	$12,931,450
Local Match 20%/50%						$337,237	$401,478	$104,800	$292,200	$272,400	$155,600	$175,400	$191,000	$80,400	$100,000	$100,000	$2,210,515



Long Range Financial Plan
Moderate Case Scenario

5/28/2015

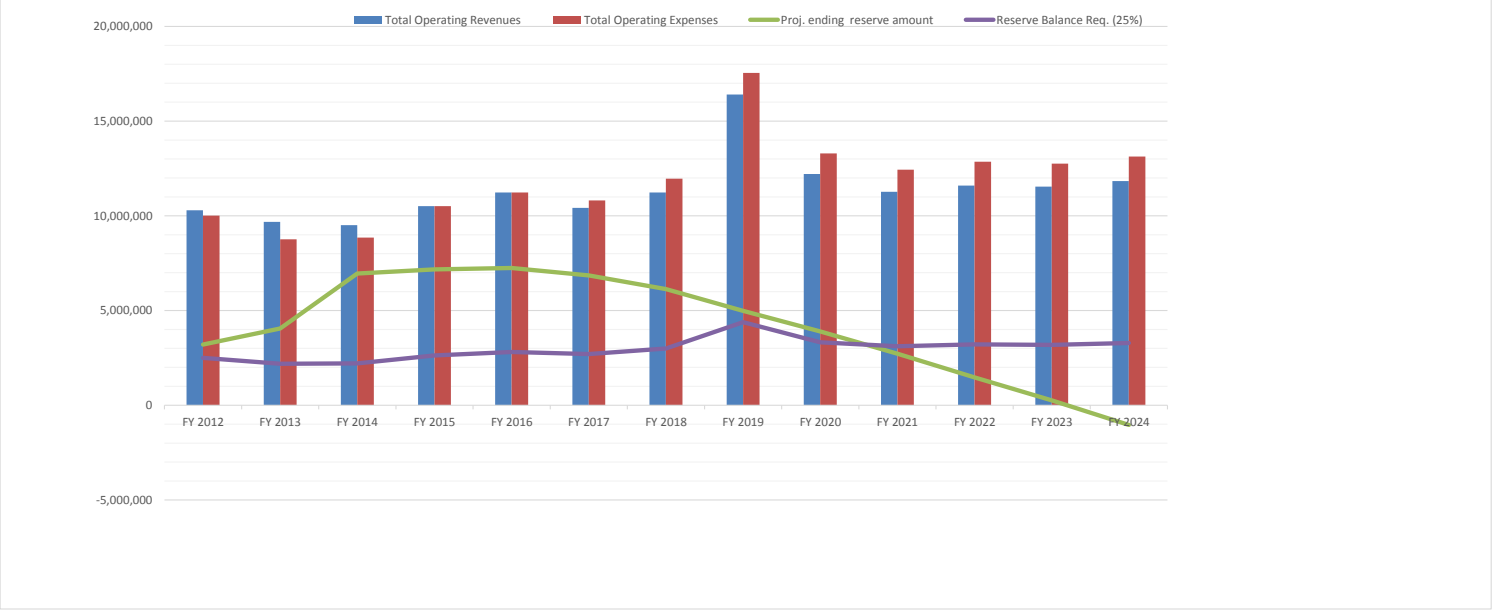
Long Range Financial Plan - Moderate Case Scenario

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Revenues	**Actual**	**Actual**	**Actual**	**Proj**	**Proj 4/2015**								
RTD GRT Revenue	7,083,927	6,871,270	6,941,122	6,809,100	6,903,500	7,110,605	7,323,923	7,543,641	7,769,950	8,003,049	8,243,140	8,490,434	8,745,147
Federal Capital Funds	828,420	351,793	131,172	497,460	408,800	434,200	1,091,800	6,378,152	1,914,757	701,600	753,445	410,085	400,000
Federal Funds 5311/5316	1,001,318	1,343,797	1,352,520	1,455,254	1,893,889	1,931,767	1,970,402	2,009,810	2,050,006	2,091,006	2,132,827	2,175,483	2,218,993
Federal Funds 5304/Veterans			418,344	114,400									
Capital Outlay (State/Fed)	674,403		161,188	184,312		175,000							
LA GRT	600,000	500,000	450,000	400,000	350,000	300,000							
Tribal Transit	62,344	261,540		384,878	186,341	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
Miscellaneous (fares, TAP $, SV TID)	38,859	24,312	53,637	265,736	972,200	349,668	729,668	350,000	350,000	350,000	350,000	350,000	350,000
Cash Balance Carry over for Capital		333,000		405,196	516,609								
Total Operating Revenues	10,289,271	9,685,712	9,507,983	10,516,336	11,231,339	10,421,240	11,235,793	16,401,603	12,204,713	11,265,655	11,599,412	11,546,002	11,834,140
Operating Expenses	**Actual**	**Actual**	**Actual**	**Proj**	**Proj**								
Administrative Costs	969,589	846,577	979,616	1,269,295	1,328,354	1,368,205	1,409,251	1,451,528	1,495,074	1,539,926	1,586,124	1,633,708	1,682,719
Operating & Maintenance Costs	2,374,689	2,787,656	2,774,374	3,357,119	4,196,957	4,322,866	4,452,552	4,586,128	4,723,712	4,865,423	5,011,386	5,161,728	5,316,580
NCRTD GRT Allocations % based	4,251,200	4,327,824	4,387,272	4,415,094	4,447,190	4,580,606	4,718,024	4,859,565	5,005,352	5,155,512	5,310,177	5,469,483	5,633,567
Capital Investment Plan	2,416,537	798,217	713,439	1,474,828	1,258,838	539,000	1,384,000	6,650,552	2,070,357	877,000	944,445	490,485	500,000
Total Operating Expenses	10,012,015	8,760,274	8,854,701	10,516,336	11,231,339	10,810,676	11,963,826	17,547,773	13,294,495	12,437,862	12,852,133	12,755,403	13,132,866
Net Operating Income	277,256	925,438	653,282	0	0	(389,436)	(728,033)	(1,146,170)	(1,089,781)	(1,172,207)	(1,252,721)	(1,209,401)	(1,298,726)
Reserve Balance Req. (25%)	2,503,004	2,190,069	2,213,675	2,629,084	2,807,835	2,702,669	2,990,957	4,386,943	3,323,624	3,109,465	3,213,033	3,188,851	3,283,216
over/under reserve balance	**697,814**	**1,010,750**	**1,839,699**	**4,324,075**	**4,366,175**	**4,544,523**	**3,866,799**	**1,742,779**	**1,659,929**	**784,306**	**(491,469)**	**(1,720,007)**	**(3,023,774)**
Proj. ending reserve amount	3,200,818	4,053,374	6,953,159	7,174,010	7,247,192	6,857,756	6,129,723	4,983,553	3,893,771	2,721,564	1,468,843	259,442	(1,039,283)

1. No Service increases (except those approved as of 4/2014)
2. 3% inflator for Revenues - Federal escalates at 3% a year
3. O & M costs inflated at 3%
4. NCRTD GRT allocations based upon Board approved formula
5. Capital reflects RTD 10 year plan

Reserve Fund Allocation per policy - FY 2016

Reserve for operations (25%)	$2,807,834.75
Reserve for capital (15%)	$1,684,700.85
Reserve for service enhancements (5%)	$561,566.95
Total **Designated** Reserve Funds	$5,054,102.55
Undesignated Reserve Funds	$2,193,089.45
Total all Reserves	$7,247,192.00



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 5, 2015

Agenda Item – D

Title: Discussion and consideration of Resolution No. 2015-15 providing for the adoption of the 2016 Compensation Plan, Adoption of the Employee Performance Increase Schedule and distribution of salary increases for Fiscal Year 2016 for non-collective bargaining positions.

Prepared By: Anthony J. Mortillaro, NCRTD Executive Director

Summary: The attached resolution provides for acceptance of the Non Represented Employees Compensation Plan and a Performance Increase Matrix for distribution of the budgeted performance increase for fiscal year 2016. This compensation plan and resolution will only apply to those positions that are not covered by a Collective Bargaining Agreement (CBA). Salary increases for positions covered by the CBA are addressed in the ratified agreement which provides for a 2% across the board increase to be distributed during the first pay period in FY 2016.

Background: In fiscal year 2014 the district budgeted for a 3.5% increase in compensation and pay indexed benefit costs. For fiscal year 2015 the same amount had been placed in the budget for compensation increases. For FY 2016 the Compensation Plan proposed a 3% overall budgetary impact in compensation costs, an adjustment of some pay ranges and reclassification changes that were outlined in the Budget summary. Since we will be undertaking a compensation survey in FY 2016 only those changes that are deemed to be necessary have been made. It is likely that the survey once completed may have recommendations for other modifications, however those would be considered by the Board at a future date. The last compensation survey was conducted in July, 2013. Prior to that date a compensation study had not been undertaken since 2007.

The changes in the recommended FY 2016 Compensation plan include: the new position of Mechanic (due to Taos consolidation), a Regional Transit Planner and a Transit Planning, Projects and Grants Manager have been added. The range for Human Resources Director has been upgraded based upon the difficulty we have experienced in recruiting for this position. Positon modifications that were included in the FY 2016 budget but which are covered by the Collective Bargaining Agreement are not reflected in this compensation plan.

The District ascribes to a pay for performance system for non-represented employees. For FY 15 the Performance Increase Matrix was evolved to provide for a differentiation of performance increases tied to certain performance scores. As a result, those employees whose score is indicative of truly meritorious performance would receive a greater increase than those whose performance is not as ambitious. An employee receiving a score of less than 3.0, which means that they are either partially

meeting expectations or in need of improvement will not be eligible for a performance adjustment. The recommended FY 2016 Matrix remains the same as it was in FY 15.

Recommended Action: It is recommended that the Board discuss and consider approval of Resolution No. 2015-15 adopting the FY 2016 Compensation Plan and Performance Increase Matrix for Non Collective Bargaining Positions.

The Finance Subcommittee met on May 22, 2015 and recommends that the FY16 Compensation Plan and Performance Increase Matrix be considered as presented.

Options/Alternatives: The Board may consider the following options/alternatives:

1. Take no action; or
2. Adoption of the recommendation of the Finance Subcommittee and Resolution; or
3. Request that Staff return with additional information to address any Board concerns; or
4. Amend the resolution and then take action to adopt.

Fiscal Impact: The FY 16 Budget contains sufficient funds for adoption of the Compensation Plan and distribution of performance increases based upon the Performance Increase Matrix.

Attachments:

- Resolution No. 2015-15
- FY 16 Compensation Plan
- FY 16 Performance Increase Schedule

North Central Regional Transit District (NCRTD)

Resolution 2015-15

ADOPTION OF A COMPENSATION PLAN AND PERFORMANCE INCREASE MATRIX FOR FISCAL YEAR 2016 FOR NON-COLLECTIVE BARGAINING POSITIONS

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, the NCRTD Board adopted by voice vote the 2007 compensation plan at its October 2007 Board meeting; and

WHEREAS, the NCRTD Board on August 2, 2013 adopted a revised compensation plan and a performance increase matrix; and

WHEREAS, the NCRTD Personnel Policies Section 3.10 requires that the compensation plan be adopted by resolution; and

WHEREAS, the NCRTD Board has approved the FY 2016 Budget which includes funding for a performance increase for non-collective bargaining employees to be distributed as reflected in the attached Performance Increase Matrix in concert with the Districts adopted Personnel Policies.

NOW THEREFORE BE IT RESOLVED THAT THE FY 2016 COMPENSATION PLAN AND PERFORMANCE INCREASE MATRIX ARE APPROVED AND ADOPTED AS ATTACHED HERETO AS EXHIBITS "A" AND "B" ON THIS 5TH DAY OF JUNE 2015.

_____

Daniel Barrone, Chair

Approved as to form:

_____

Peter Dwyer, Counsel

North Central Regional Transit District
Compensation Plan - Fiscal Year 2016 - Non Represented

Job Title	Minimum	MidPoint	Maximum	FSLA Status	Job Code	Department
Finance Director**	$71,801	$89,752	$107,702	Exempt	110	Administration
Transit & Facililties Operations Director**	$70,570	$88,212	$105,855	Exempt	200	Operations
Human Resources, Safety & Risk Director**	$68,974	$86,217	$103,461	Exempt	120	Administration
Fleet & Facilities Maintenance Manager	$46,579	$58,224	$69,870	Exempt	220	Operations
Transit Planning, Projects and Grants Manager	$45,982	$57,478	$68,974	Exempt	130	Administration
Public Information Officer	$45,982	$57,478	$68,974	Exempt	125	Administration
Financial Analyst	$42,730	$53,413	$64,095	Exempt	115	Administration
Marketing & Communications Specialist	$40,980	$51,226	$61,471	Exempt	117	Administration
Regional Transit Planner	$40,980	$51,226	$61,471	Exempt	129	Administration
Transit Shift Supervisor	$37,727	$46,216	$54,705	Non exempt	205	Operations
Executive Assistant	$36,218	$44,367	$52,516	Non exempt	135	Administration
Financial Specialist	$32,486	$39,796	$47,106	Non exempt	116	Administration
Administrative Specialist	$31,727	$38,864	$46,004	Non exempt	230	Operations
Fleet Mechanic	$31,588	$38,864	$46,004	Non exempt	228	Operations
Facilities Maintenance Specialist	$31,588	$37,905	$44,223	Non exempt	225	Operations
Fleet & Facilities Maintenance Worker	$28,488	$34,186	$39,883	Non exempt	226	Operations

**At will positions

NCRTD - Performance Increase Schedule - FY 2016

	Performance Score				
	<3	3.00-3.25	3.26-3.5	3.51-3.75	3.76-4.00
Performance Adjustment					
Employee pay rate falls below pay plan maximum. Increases are added to the base pay.	0.00%	2.00%	2.50%	3.00%	4.00%
Performance Recognition - One Time Salary Distribtuion					
Employee pay rate falls at or above maximum. Award treated as a one time distribution and not added to the base pay.	0.00%	2.00%	2.50%	3.00%	4.00%

Evaluation Form Performance Ratings and Numerical Score:

Performance Rating	Score
Exceeds Expectations	4
Achieves Expectations	3
Partially Meets Expectations	2
Needs Improvement	1

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 5, 2015

Agenda Item – E

Title: Discussion and Consideration of Resolution No. 2015-16 regarding the signature and authority to transact business with banks for and in behalf of NCRTD

Prepared By: Troy Bingham, NCRTD Finance Director

Summary: Banking institutions require formal action of Boards to define banking transaction authority before proceeding with changes.

Background: On April 27, 2015 the District hired a new Finance Director, Troy Bingham, whose job function requires interaction with banking institutions for checking and investment services.

Recommended Action: It is proposed that the Board approve the Finance Director as an authorized representative of the District.

Options/Alternatives: The Board can elect to make no change in the current authority.

Fiscal Impact: None.

Attachments:
- Resolution 2015-16

North Central Regional Transit District (NCRTD)

Resolution 2015-16

A Resolution Appointing a New Authorized Signer for the District's Bank Accounts

WHEREAS, the North Central Regional Transit District ("NCRTD") is the Regional Transit District serving the City of Española, City of Santa Fe and Rio Arriba, Santa Fe, Los Alamos, Taos counties and the Towns of Edgewood and Taos, and the Pueblos of Nambe', Ohkay Owingeh, Santa Clara, Pojoaque, Tesuque, and de San Ildefonso, known together as the District; and

WHEREAS, the NCRTD was created by legislative enactment of the Regional Transit District Act NMSA 1978, Section 73-25-1 et.seq., and is a sub-division of the State of New Mexico; and

WHEREAS, the District is governed by a Board that includes a Chair, Vice Chair, Treasurer and Secretary, and

WHEREAS, the District maintains certain accounts with banks, including checking accounts

NOW THEREFORE BE IT RESOLVED by the NCRTD Board that it hereby grants to the following Officers and employees the power to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with any and all banks, except that for checks in an amount exceeding twenty thousand dollars ($20,000.00), the signatures of two of the following authorized signers shall be required:

Daniel Barrone – Chairman
Dennis Tim Salazar – Treasurer
Anthony J. Mortillaro – Executive Director

BE IT FURTHER RESOLVED by the NCRTD Board that it hereby grants to the following employees (the Executive Director and Finance Director) the power to transact all banking business on behalf of the NCRTD including the powers to: open accounts, make inquiry into accounts, resolve any issue for the payment of money withdraw or transfer funds and such other banking transactions as may be required for the legal and proper management of District funds:

Anthony J. Mortillaro – Executive Director
Troy Bingham – Finance Director

BE IT FURTHER RESOLVED that this authorization shall take effect June 8, 2015 and shall remain in effect until such time that the District acts to rescind it, either individually or in whole.

BE IT FURTHER RESOLVED that this Resolution supersedes all previous resolutions pertaining to banking.

_____
Daniel Barrone, Chair

Approved as to form:

_____
Peter Dwyer, Counsel

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 5, 2015

Agenda Item – F

Title: Resolution 2015-17 Authorizing the submittal of applications for Federal funding for §5304, §5309, §5310 and §5311 in Federal fiscal year 2017

Prepared By: Stacey McGuire, Projects and Grants Specialist

Summary: Approval for NCRTD Staff to submit letter of intent to NMDOT to file an application for Federal grants for Federal fiscal year 2017.

Background: The NCRTD files for Federal grants that pass through NMDOT each year. The §5304 grant is for planning; the §5309 grant program is capital assistance for bus and bus facilities; the §5310 grant is for qualifying elderly and ADA entities to purchase vehicles for their transportation division; and the §5311 grant supplies funding for administrative, operating, and capital for qualifying rural recipients.

The letter of intent deadline for submittal to NMDOT is July 2, 2015, and must be filed in order to submit an application packet which will be due September 4, 2015.

Recommended Action: It is recommended that the Board approve Resolution No. 2015-17, which authorizes Staff to file a letter of intent with NMDOT so that appropriate applications can be filed by September 4, 2015.

Options/Alternatives: Not filing a letter of intent with NMDOT and subsequently applying for Federal funding in Federal fiscal year 2017 could substantially impact the budget by approximately two and a half million dollars, plus capital awards.

Fiscal Impact:

The grant funds are necessary to the NCRTD's annual budget to sustain existing routes. It is expected that there will be an increased amount requested for FFY2017 (over FFY 2016) in anticipation of the additional costs related to consolidation of the Chile Line into the NCRTD.

Attachments:

- Resolution 2015-17
- 2015 Notice to Interested Parties from NMDOT
- 2015 Letter of Intent to NMDOT for §5304, §5309, §5310, and §5311 Federal funding

North Central Regional Transit District (NCRTD)

Resolution 2015-17

A RESOLUTION AUTHORIZING THE SUBMITTAL OF A LETTER OF INTENT FOR §5304, §5309, §5310, §5311 FEDERAL FUNDING FOR FEDERAL FISCAL YEAR 2017

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004;

WHEREAS, the NCRTD wishes to submit a letter of intent to NMDOT in order to file application(s) for §5304, §5309, §5310, §5311 grant funding for the 2017 Federal fiscal year; and

WHEREAS, the funding may be used for planning and design (§5304); capital outlay including state of good repair of buses and bus facilities (§5309); vehicle purchase for qualifying ADA and elderly entities (§5310) administrative, operating, and capital funding assistance for rural public transportation (§5311); and

WHEREAS, the letters of intent are anticipated to be due to the New Mexico Department of Transportation by July 2, 2015;

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the District will be filing an application for §5304, §5309, §5310, and §5311 Federal funding.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 5TH DAY OF JUNE, 2015.

_____

Daniel Barrone, Chairman

Approved as to form:

_____

Peter Dwyer, Counsel

New Mexico DEPARTMENT OF TRANSPORTATION

MAY 27, 2015

NOTICE TO INTERESTED PARTIES
FY 2017 FINANCIAL ASSISTANCE FOR
RURAL/NON-URBANIZED PUBLIC TRANSPORTATION
49 USC SECTION 5311
AND
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES
49 USC SECTION 5310

The New Mexico State Department of Transportation's Transit and Rail Division is accepting Letters of Intent from organizations interested in applying for Federal Transit Administration (FTA) Section 5310 Program (Enhanced Mobility of Seniors and Individuals with Disabilities) which provides capital grants to assist private non-profit organizations and, under certain conditions, public agencies, to provide safe, efficient, and coordinated transportation services for seniors and individuals with disabilities for whom public transportation is otherwise unavailable, insufficient, or inappropriate, and organizations interested in applying for FTA Section 5311 Program (Rural/Non-Urbanized Public Transportation) which provides administrative, operating, and capital funding assistance for rural public transportation.

Descriptions of these grant programs, as well as others, is available at the FTA website: http://www.fta.dot.gov/about/15035.html

THIS NOTICE APPLIES TO FUNDING FOR THE 2017 FEDERAL FISCAL YEAR FOR SECTIONS 5310 and 5311 PROGRAMS

BEGINNING OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017

Interested parties wishing to apply for assistance under SECTIONS 5310 and 5311 **MUST return a Letter of Intent** postmarked no later than Thursday, **July 2, 2015** to:

New Mexico Department of Transportation
Transit and Rail Division
c/o FY 2017 LOI – Delilah Garcia
P.O. Box 1149
Santa Fe, New Mexico 87504-1149

Letters of Intent **must** include:

1. Organization Name, Address, and Telephone Number.
2. Name, phone number and e-mail address of contact person.
3. Specify which application package(s) you are requesting (Sections 5310 and 5311)

For further information on these programs,
Please contact Delilah Garcia at 505-827-5653 or Delilah.Garcia@state.nm.us

Susana Martinez
Governor

Tom Church
Cabinet Secretary

Commissioners

Ronald Schmeits
Chairman
District 4

Dr. Kenneth White
Secretary
District 1

David Sepich
Commissioner
District 2

Keith Mortensen
Commissioner
District 3

Butch Mathews
Commissioner
District 5

Jackson Gibson
Commissioner
District 6

Daniel Barrone
Chair

Anthony J. Mortillaro
Executive Director

Governmental
Board of Directors

City of Española

City of Santa Fe

Town of Edgewood

County of Rio Arriba

County of Santa Fe

County of Los Alamos

County of Taos

Town of Taos

Nambe` Pueblo

Ohkay Owingeh Pueblo

Santa Clara Pueblo

Pueblo of Pojoaque

Pueblo of Tesuque

Pueblo de San Ildefonso

5June2015

New Mexico Department of Transportation
Transit and Rail Division
C/0 FY 2017 LOI- Delilah Garcia
PO Box 1149
Santa Fe, NM 87504-1149

Ms. Garcia-

Please consider this the North Central Regional Transit District's letter of intent to apply for Federal funding for FFY2017. We will be applying for Federal §5304, §5309, §5310 and §5311 funding through New Mexico DOT.

Please send any related information to:

North Central Regional Transit District
Anthony Mortillaro, Executive Director
1327 North Riverside Drive
Española, NM 87532

Contact person:
Stacey McGuire
505.629.4704 office
staceym@ncrtd.org

Sincerely,

Anthony Mortillaro
Executive Director

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 5, 2015

Agenda Item – G

Title:
Resolution No. 2015-18 Adopting an Infrastructure Capital Improvement Plan (ICIP)

Prepared By:
Stacey McGuire, Projects and Grants Specialist

Summary:
This Resolution is required to be considered for State Capital funding.

Background:
This is for the annual submission of the ICIP and is representative of a modified Five Year Capital Investment Plan designed for the ICIP to accelerate funding and presented to the Board and adopted with the Budget for FY 2016 by Resolution 2015-18

Recommended Action:
Adoption by the Board.

Options/Alternatives:
Alternatives would be to not participate in the State of New Mexico's ICIP process.

Fiscal Impact:
The fiscal impact would be the potential loss of State funding over a five year period for the top five projects. The projects and suggested order of priority for funding in FY2017 are as follows:

1. Fleet Replacement
2. Maintenance Facility Final Design
3. ADA Transition Plan Implementation/Construction
4. Solar Lighting of Shelters and Stops
5. Automatic IVRs

Attachments:
- Resolution 2015-18
- NCRTD Five Year ICIP Capital Improvement Plan

North Central Regional Transit District

Resolution 2015-18

A RESOLUTION ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)

WHEREAS, the North Central Regional Transit District recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

WHEREAS, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT that:

1. The North Central Regional Transit District Board has adopted the attached Infrastructure Capital Improvement Plan, which was adopted in principal with the FY 2016 Budget by Resolution 2015-18 on June 5, 2015 and,
2. It is intended that the ICIP be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.

PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 5TH DAY OF JUNE 2015.

_____

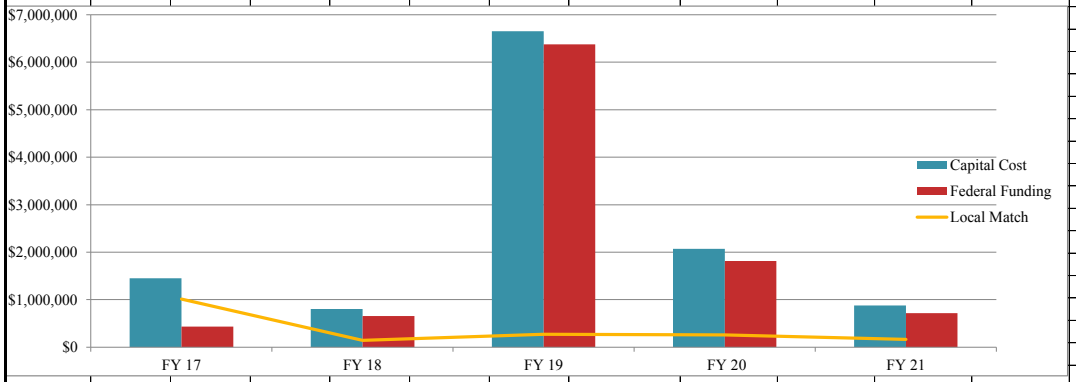
Daniel Barrone, Chair

Approved as to form:

_____

Peter Dwyer, Counsel

ICIP Capital Improvement Plan 5-27-2015						FY 17	FY 18	FY 19	FY 20	FY 21	
Fleet Replacement						$524,000	$736,000	$637,000	$903,000	$817,000	
Maintenance Facility						$503,000		$5,668,552			
Paving bus parking area								$0			
Bus Protective Awnings									$422,500		
PV panels and electrical conversion to power RTD Facilities									$150,000		
Transit Orientated Development Site Planning							$70,000				
Scheduleing, Reporting, Vehicle Location Software											
75 Shelters (15/yr @$4,000 ea. X 5 years)								$60,000		$60,000	
Fueling Facility								$200,000			
Satellite Facilities (SF,Taos)								$75,000			
Signage, trash receptacles and Schedule holders at bus stops (100@$500 ea.)						$15,000		$10,000			
Snow Plow attachment											
Emergency Electrical Generator - Building											
Afterhours security gates (front and side entrance)											
Bus stop improvements (varies)											
Records software and Archival System									$75,000		
Skid steer loader											
ADA Plan Implementation						$300,000					
Bus Pull Outs on West Side Route (North and South Bound) Safety Issue											
Bus Pull Outs on Riverside Drive (North and South Bound) Safety Issue											
Brush Hog attachment											
Solar Lighting Shelters and Stops						$50,000			$50,000		
Bus DVR replacements (5 @$5,000)						$25,000					
Office Addition											
Automatic Passenger Counters									$469,857		
Automatic Announceators											
Automatic Bus Inspection											
Automatic IVR						$30,993					
Mobile Data Terminals											
Total						**$1,447,993**	**$806,000**	**$6,650,552**	**$2,070,357**	**$877,000**	**$11,851,902**
Federal 80%/50%		0.8	0.5			$434,200	$658,800	$6,378,152	$1,814,757	$713,600	$9,999,509
Local Match 20%/50%						$1,013,793	$147,200	$272,400	$255,600	$163,400	$1,852,393



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 5, 2015

Agenda Item – H

Title: Authorizing a Change in the AVAIL Contract Amount for Additional Bus Stop QR Code Signage Purchase

Prepared By: Stacey McGuire, Projects and Grants Specialist

Summary: NCRTD Staff is requesting Board approval to reflect a change order needed to the existing ITS contract with Avail Technologies to purchase an additional 211 QR code signs and installation hardware.

Background: The initial ITS contract noted 220 bus stop QR code signs to be created and installed, one at each bus stop. In the past 18 months, multiple additional bus stop locations were identified and installed as a result of the Five Year Service Plan that was completed in 2013. Furthermore, the consolidation with the Town of Taos Chile Line will result in a need for approximately 50-100 QR code signs in Taos. The additional 211 QR code signs are necessary to outfit the entire NCRTD system, including the additional needs outlined herein.

Recommended Action: Staff recommends Board approves a change order authorizing the purchase of 211 additional QR code signs and installation hardware through the existing ITS contract with Avail Technologies.

Options/Alternatives:
1. Take no action; or
2. Endorse the change order recommendations as presented (recommended).

Fiscal Impact: The original contract amount for ITS was $533,882, which did not include GRT. The fiscal impact of the requested change order for the 211 additional QR code signs is anticipated to be $3242.

As a result of this change order, the contract amount will increase to $537,124. As is the case with the original contract, the change order upcharge and resulting updated contract amount do not

include GRT (GRT will be paid by the District). The additional signage costs are expected to be equally derived from 5311 funding and GRT.

Attachment:

- Avail change order 2015-ECP-001

1 CONTRACT CHANGES AND STATEMENT OF WORK

ENGINEERING CHANGE PROPOSAL

To Contractor:	Avail Technologies, Inc.
Purchase Order/Contract Number:	6233.....AGR14-4014
Amendment Number:	One (1)
Effective Date of Change Order:	Date of Change Order execution
Contract Date:	May 22, 2015
Contract for:	Intelligent Transportation Systems

The contract is changed as described in the items below. All Parties agree that all other sections of the original contract remain in effect.

1.0 CONTRACT AMOUNT:

Original Contract: ---------- -------$533,882.00

Prior Amendments/Change Orders: ---------- $0

Addition for this Change Order: ----------$3242.00

Total Amended Contract Amount: ---------- $537,124.00

2.0 ITEMIZED CHANGES:

Items that will be altered in this contract with no change in cost:

Contract Additions with a modification in cost:

i. QR Code Placards:----------$ 3242.00

3.0 PAYMENT MILESTONE(S):

The following payment milestones reflect the contract adjustment pertaining to this Amendment:

i. Avail will invoice the full amount of this change order, $3242.00, upon execution if this agreement

4.0 OVERVIEW

North Center Regional Transit District (NCRTD) has asked Avail Technologies to add two hundred eleven (211) additional QR Code signs to their current contract agreement.

5.0 DESCRIPTION OF CHANGES:

Customer and Avail have discussed the changes that are desire for the Intelligent Transportation Systems contract.
These changes include the following:

a) ADDITIONAL ITEMS / CHANGES

QR Code Placards and installations:
The original allocation of QR codes within the projects was two hundred twenty (220) with installation. This change order will add an additional two hundred eleven (211). There will be one hundred (100) placards that will not include routes. These one hundred (100) placards will provide NCRTD the ability to add additional placards to their system as new stops are deployed and will not be installed as part of this agreement.

Avail Technologies, Inc.	**North Central Regional Transit District**
BY: _____	BY: _____
Jeffrey Pogue	Anthony Mortillaro
Vice President of Operations	Administrator
Date: _____	Date: _____

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 5, 2015

Agenda Item – I

Title: Resolution No. 2015-20 Adopting and Amending the NCRTD Advertising Policy

Prepared By: Jim Nagle, Public Information Officer

Summary: On June 1, 2012, the NCRTD Board adopted the North Central Regional Transit District Advertising Policy. Upon periodic review of the policy, it was determined that certain modifications to the Section 5.0 "Non-Permissible Advertising" could strengthen the policy and provide broader legal protection for the District (with suggested amendments as indicated in red). Most notably the modifications will allow for advertisements from resort casinos and properly designate the advertising as limited public forum.

Recommended Action: It is recommended that the Board adopt Resolution No. 2015-20 amending the NCRTD Advertising Policy. This resolution and policy has been discussed and reviewed by the Executive Director, Anthony Mortillaro and NCRTD's legal counsel.

Options/Alternatives:
- Take no action; or
- Adopt the resolution as amended, (recommended); or
- Amend the resolution and policy items and then take action to adopt.

Fiscal Impact: Expected to increase cash revenues.

Attachments:
- Resolution No. 2015-20
- Amended (redlined) North Central Regional Transit District Advertising Policy

North Central Regional Transit District (NCRTD)

Resolution 2015-19

ADOPTION OF AN AMENDED NCRTD ADVERTISING POLICY

WHEREAS, the NCRTD Board on June 1, 2012 reviewed and agreed to an NCRTD Advertising Policy; and

WHEREAS, after two years in place, upon review it was determined that updates and modifications to address open and public forums, qualified public service announcements and to Section 5.0 "Non-Permissible Advertising" would strengthen the Policy; and

WHEREAS, the NCRTD desires to implement and move forward with the policy as amended herewith to more clearly define the plan, its goals and intentions.

NOW THEREFORE BE IT RESOLVED THAT THE NCRTD ADVERTISING POLICY IS APPROVED AND ADOPTED AS AMENDED AND ATTACHED HERETO AS EXHIBIT "A" FOR FISCAL YEAR 2015 ON THIS 5TH DAY OF JUNE, 2015.

_____

Daniel Barrone, Chair

Approved as to form:

_____

Peter Dwyer, Counsel

NORTH CENTRAL REGIONAL TRANSIT DISTRICT

ADVERTISING POLICY

1.0 PURPOSE

1.1 To generate revenues to support the promotional activities offered by the North Central Regional Transit District (NCRTD), which may offer space on NCRTD-owned, controlled or managed property, as permitted by law, for local, regional, and national advertising opportunities.

1.2 This policy specifically addresses cash revenue-generating advertising opportunities on NCRTD-managed properties, consisting of: (1) print advertising on the exterior of NCRTD buses; (2) print advertising displayed on bus shelters in the District's service area; (3) print advertising on the interior of buses; and (4) limited advertising on the exterior of buses in the form of a wrap. This Advertising Policy (Policy) shall apply to the sale of all advertising on all Transit property owned and/or managed by the District. The NCRTD's fundamental purpose in accepting transit advertising is to generate revenue to augment its operating budget operations. The District will accept advertising on its buses only if such advertising complies with this Advertising Policy.

1.3 All advertising shall be subject to this uniform, viewpoint-neutral Policy so as to avoid to the maximum extent possible, the need for case-by-case interpretation and application of the Policy. By not allowing Non-Permissible Advertising, outlined in Section 6, NCRTD can: (a) maintain a professional advertising environment that maximizes advertising revenues and minimizes interference with or disruption of the transit systems; and (b) maintain an image of neutrality on political, religious or other issues that are not the subject of commercial advertising and can be the subject of public debate.

1.4 The NCRTD's acceptance of advertising does not provide or create a general public forum for expressive activities. The NCRTD does not intend its acceptance of advertising to convert its buses to open public forums for public discourse and debate. Rather, as noted, the NCRTD's fundamental purpose and intent is to accept advertising as an additional means of generating revenue to support its operations. In furtherance of that discreet and limited objective, the District retains strict control over the nature of the ads accepted for posting on or in its buses and maintains its advertising space as a limited public forum.

In the NCRTD's experience, certain types of advertisements interfere with the program's primary purpose of generating revenue to benefit the transit system. This policy advances the advertising program's revenue-generating objective by prohibiting advertisements that could detract from that goal by creating substantial controversy, interfering with and diverting resources from operations, and/or posing significant risks of harm, inconvenience, or annoyance to passengers,

operators and vehicles. Such advertisements create an environment that is not conducive to achieving increased revenue for the benefit of the buses or to preserving and enhancing the security, safety, comfort and convenience of its operations. The viewpoint neutral restrictions in this policy thus foster the maintenance of a professional advertising environment that maximizes advertising revenue.

The policy is intended to provide clear guidance as to the types of advertisements that will allow the Districtt to generate revenue and enhance transit operations by fulfilling the following goals and objectives:

- Maximizes advertising revenue
- Preventing the appearance of favoritism;
- Preventing the risk of imposing demeaning or disparaging views on a captive audience;
- Maintaining a position of neutrality on controversial issues;
- Reducing the diversion of resources from operations that is caused by demeaning, disparaging, objectionable, inappropriate or harmful advertisements.

The buses are a limited public forum and, as such, the District will accept only that advertising that falls within the categories of acceptable advertising specified in this viewpoint neutral policy and that satisfies all the other access requirements and restrictions provided herein.

The NCRTD reserves the right to suspend, modify or revoke the application of any of the standards in this Policy as it deems necessary to comply with legal mandates, to accommodate its primary transportation function, or to fulfill the goals and objectives identified above. All of the provisions in this Policy shall be deemed severable.

2.0 DEFINITIONS

2.1 "Advertising" means the purchase of space on NCRTD property to propose a commercial transaction for good or services.

2.2 "Compensation" means financial compensation paid to the NCRTD including but not limited to a lump sum, per-unit, or percentage of the amount received from sale of goods or services.

2.3 "District" refers to NCRTD operating entities that may include several "Cities/Counties" that share similar elements in their service functions; an example of a District would be the NCRTD membership.

2.4 "Property" may include NCRTD-owned, controlled or managed vehicles, equipment, shelters, signs, facilities, structures and buildings.

3.0 POLICY

3.1 The Public information Officer or Designee may seek designation of space as appropriate and available on NCRTD-managed property under his or her management for advertising and the value of the space.

3.2 A request for such a designation will be forwarded to the Executive Director for approval.

3.3 When the Executive Director approves the designation of space as appropriate and available on NCRTD-managed property for advertising, the Public Information Officer and the Executive Director will determine the optimal method for implementing an advertising program. It is anticipated that in most cases, management of advertising programs will be accomplished by entering into agreements with a private advertising sales contractor. This does not preclude the option of managing an advertising program in-house.

3.4 Agreements and contracts for an advertising sales contractor and commissions must follow the District's Procurement Policy.

3.5 This policy does not require that the NCRTD grant all requests to permit advertising on any NCRTD-managed property.

3.6 Recognizing that "The Blue Bus" is a critical component of NCRTD branding, requests for bus wraps will be reviewed to insure that element of the bus' identity is not overtaken. Wrapping will be limited to the middle sides of the buses and the Public Information Officer and Executive Director will ascertain the number of vehicles in the fleet that may be wrapped at any one time.

3.7 All advertisements must clearly and unambiguously identify the person or entity that has sponsored, paid for, or caused the advertisement or announcement to be placed. Website addresses or phone numbers without more information are insufficient to satisfy this section.

3.8 RTD will adhere to all local ordinances and signage codes for advertising on any of its fixed properties.

4.0 ADVERTISING CONTENT

4.1 The subject matter of all advertising shall be limited to speech which proposes solely a commercial transaction for goods and services or qualified Public Service

Announcements as defined below. The advertisements must contain only expressions related to the economic interest of the advertiser and its audience.

4.2 ~~If the advertising program permits, s~~Specific opportunities for non-commercial advertising, such as making available a stated percentage of space for public service announcements (PSAs) may be permitted at the discretion of the NCRTD. PSAs are advertisements that promote public health, safety and awareness of existing laws or social welfare programs on a non-partisan basis. PSAs ~~, that advertising~~ shall not contain offers to purchase any item or service. Upon the District's request, any non-profit entities proposing a PSA must document their tax-exempt status before qualifying for any PSA opportunities. If the non-profit agency offers items or services available for purchase, the standard advertising rates ~~would~~ apply.

4.3 Advertising and marketing opportunities and associated agreements must conform to these requirements:

4.3.1 Opportunities for external parties to participate in commercial advertising will be fair and neutral. No single business, enterprise or entity shall be given preferential treatment with the sole exception of the NCRTD itself and its constituent public entity members who may, in the sole discretion of the NCRTD be given preferential treatment.

4.3.2 Advertising agreements shall comply with applicable federal, state, and local laws and ordinances.

4.3.3 Advertisers shall refrain from advertising practices that are offensive or objectionable to the public and shall abide by federal, state, and local laws/ordinances.

4.3.4 Advertisements cannot promote a commercial transaction that is expressly prohibited by federal, state or local law or regulations. (addressed below)

4.3.5 Advertisers' promotional materials and/or claims may not include false, misleading, or deceptive claims.

4.3.6 The NCRTD retains the right to control placement, content, appearance, and wording of advertising messages.

5.0 NON-PERMISSIBLE ADVERTISING

5.1 In general, advertising shall not be accepted for advertisements:

5.1.1 Promoting tobacco-related products, including depicting the sale or use of tobacco.

5.1.2 Promoting alcohol-related products, including promoting or depicting the sale or consumption of alcohol.

5.1.3 Containing nudity, or sexual content in the ad. This includes prurient sexual suggestiveness that describes, depicts, or represents sexual activities or aspects of the human anatomy.

~~5.1.4 Promoting gaming/gambling. However, promotion of, resorts and associated hotels will be permitted whether or not they are affiliated with gaming and gambling facilities so long as the advertising does not contain reference to gaming or gambling activities and facilities.~~

5.1.~~4~~5 Promoting weapons/firearms, where the advertisement or any material contained in it, directly or indirectly promotes the sale or use of a firearm. ~~or contains an image or depiction of a firearm.~~

5.1.~~5~~6 Depicting violence, including any images or descriptions of graphic violence, such as (1) the depiction of human or animal bodies or body parts, or fetuses, in states of mutilation dismemberment, decomposition, or disfigurement, and (2) the depiction of weapons or other implements or devices associated in the advertisement with an act or acts of violence or harm to a person or animal.

5.1.~~6~~7 Regarding religion, which is defined as any advertisement that contains direct references to religion, or to any religion, or to any deity or deities, or to any religious creed, the existence, nonexistence or other characteristics of any deity or deities, or to any religious creed, denomination, belief, tenant, cause or issue relating (including opposing or questioning) any religion. This prohibition shall include the depiction of any commonly associated text, symbols, or images associated with such religions. This prohibition does not extend to the use of symbols integrated into the elements of a commercial enterprise's logo, the architecture of buildings, or other symbols or images of historical places or figures where the images are a component of an established business or attraction and are not a promotion of a religion or religious activity.

5.1.~~7~~8 Regarding political activities and opinions, which are defined as advertisements that ~~are political in nature~~, contain ~~political~~ messages on matters of public policy other than PSA's as defined above, or involve ~~political~~ topics, ~~including advertisements~~ involving ~~political figures or~~ elected officials and candidates for public office, advertisements involving political parties or political affiliations, and/or advertisements ~~involving an issue reasonably deemed to be political in nature in~~ that it directly or indirectly endorses or implicates the action, inaction, prospective action, or policies of a government entity. ~~contain political speech referring to a particular ballot question, initiative, petition, referendum, candidate, or political party or viewpoint, or expresses or advocates opinions or positions upon any of the foregoing. This prohibition includes any advertisement referring to or depicting a candidate for public office in any context.~~

5.1.~~9~~ Regarding adult-oriented entertainment goods or services involving sexual activities such as advertisements that promote or encourage, or appear to promote or encourage adult entertainment establishments, adult telephone services, internet sites and escort services.

5.1.9~~10~~ Containing demeaning or disparaging content such as advertising that includes language, pictures or other graphic representations that are derogatory or defamatory of any person or group because of race, color, national origin, ethnic, background, age, disability, ancestry, marital or parental status, military discharge status, source of income, religion, gender or sexual orientation.

5.1.10~~11~~ Containing profanity, vulgarity, or inflammatory language including any material that may inflame emotions, cause a riot, or other imminent threat to public safety, peace or order.

5.1.11~~12~~ Implying the NCRTD's endorsement of any product, service, company or person.

6.0 EARNED REVENUE AND BUDGET PROCESS

6.1 Revenue from advertisements and commissions shall generally be reflected as revenue for the NCRTD's marketing and advertising budget unless otherwise directed by the NCRTD Board. Only guaranteed advertising revenues such as the revenue commitments in a multi-year advertising agreement should be included in the fiscal year budget although the staff should disclose any potential revenue or potential shortfall in revenue when the information is available and reliable.

6.2 Prior to a mid-year budget adjustment, advertising revenue projections will be assessed and, if necessary, a Budget Adjustment Request (BAR) will be initiated to address any projected increase or decrease in revenue.

6.3 Advertising revenues shall generally be considered additional revenues for the NCRTD's marketing and advertising budget. The NCRTD's approved budget should not be decreased by the amount of advertising revenues unless expressly required by the NCRTD Board.

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 5, 2015

Agenda Item – J

Title: Revised Charter Service Policy Resolution No. 2015-20

Prepared By: Mike Kelly, Transit Operations and Facilities Director

Summary: The proposed resolution revises the existing Charter Service Policy for the NCRTD. It also adopts additional provisions that allow for the providing of special services for the promotion of NCRTD's mission and transportation for Member entities.

Background: On August 2, 2012, the NCRTD Board of Directors approved Resolution 2012-08, adopting a Revised Charter Service Policy that complies with federal regulations, 49 CFR Part 604.5, providing the guidelines, under which a federally funded transit agency can provide charter service.

The current resolution limits NCRTD to provide additional or special transportation service for government officials, 501 (c) 3 type organizations, or for a significant number of handicapped passengers as *excepted* in the regulations. These types of trips would be few and provided at the NCRTD's expense.

Since that time NCRTD has had numerous requests by community groups and Member entities for service but were unable to commit to service due to the limitations. Upon further exploration of the federal exemption clauses, additional avenues were discovered that would allow the NCRTD the ability to provide and charge for charter services, in some cases, and for some of the requests that have previously been denied.

The NCRTD would have to advertise to federally registered charter service providers who provide charters in the District's geographic area. If no response is received within the required timeframe,

the District is allowed to provide the service under the exemption clauses and the District's charter policy at a defined cost to the requestor.

Another modification in the policy is to allow Member entities the eligibility to request one charter service per year at no cost from the District providing it meets the guidelines within the policy. The cost to the District to provide these charters is estimated at less than $8,000.00 per year.

Recommended Action: It is recommended that the Board adopt Resolution No. 2015-20 adopting a revised Charter Service Policy.

Options/Alternatives:

- Take no action and continue under existing policy restrictions, (not recommended)
- Adopt the resolution, (recommended)

Fiscal Impact: Estimated at less than $8,000.00

Attachments:
- Resolution 2015-20
- Revised Charter Service Policy

North Central Regional Transit District (NCRTD)

Resolution 2015-20

ADOPTING A REVISED CHARTER SERVICE POLICY AND RESCINDING RESOLUTION 2012-08 DIRECTING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD) TO PROVIDE CHARTER SERVICE IN THE BOUNDARIES OF THE NCRTD WITHIN COMPLIANCE OF THE FEDERAL TRANSIT ADMINISTRATION, DOT 49 CFR PART 604.5.

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, The Board recognizes by having a charter policy that provides for charter service for government officials, for qualified human service organizations (QHSO) for the purpose of serving persons, or for a significant number of handicapped passengers; with mobility limitations related to advanced age; with disabilities; or with low income, and for Member entities when no registered charter provider responds to notice.; and

WHEREAS, Member entities may be eligible for one (1) limited charter service per year at no charge for services; and

NOW THEREFORE BE IT RESOLVED THAT THE BOARD RESCINDS RESOLUTION 2012-08 THE EXISTING CHARTER SERVICE POLICY AND ADOPTS RESOLUTION 2015-20 A REVISED CHARTER SERVICE POLICY THAT COMPLIES WITH FEDERAL REGULATIONS, 49 CFR PART 604.5 ON THIS 5TH DAY OF JUNE, 2015.

_____

Daniel R. Barrone, Chair

Approved as to form:

_____

Peter Dwyer, Counsel

NORTH CENTRAL REGIONAL TRANSIT DISTRICT
CHARTER POLICY

PREAMBLE:

In accordance with federal regulations, 49 CFR Parts 604.5 - 604.12, and 604.14 NCRTD may provide charter service pursuant to federal regulations for government agencies and officials, (49 CFR 604.6) for specifically qualified human service organizations (QHSO) (49 CFR 604.7) for the purpose of serving persons with mobility limitations related to advanced age, with disabilities, or with low income, and for NCRTD Member entities (49 CFR 604.9), when no registered charter provider responds to notice. These regulations are collectively referred to herein as Community-Based Charter Services Regulations. Services rendered under this policy are referred to herein as Charter Services.

I. Charter Services Shall not Interfere with Existing Services

It is the general policy of the NCRTD to prioritize the consistent delivery of established NCRTD services set forth in the NCRTD's service plan. Charter Services are supplemental services and shall not preclude or interfere with the general NCRTD services set forth in the services plan. The NCRTD generally will consider applications for Charter Services in off-peak hours of operation (weekdays 9:00 a.m. to 3:00 p.m. and 6:00 p.m. to 12:00 a.m., or Saturdays, or Sundays). Applicants may seek Charter services at any time but should consider minimizing the impact on existing NCRTD services at the time of application.

II. Applications for Charter Service

Any person or organization may apply for NCRTD Charter Services by completing and application on a form prescribed by the NCRTD. A party requesting charter service must demonstrate eligibility, to do so under this policy and under the terms of the Community-Based Charter Services Regulations. Application for charter services shall at a minimum include:

A. The name of the applicant and the authority of the applicant as an agent for any organization receiving Charter Services;
B. The number of hours of estimated services requested;
C. The date, time and location of each specific pick up and drop off requested and a proposed route for the Charter Services;
D. An estimate of the number of passengers that will use the charter services;
E. Any event information that may be helpful in determining passenger, route, or safety issues;

F. Any fees or charges that may be assessed or collected for transit or transit related services whether by or for the NCRTD, or the applicant, or any third party;
G. Whether an existing registered charter provider is available to provide the service;
H. Whether notice has been issued pursuant to 49 CFR 604.9 and 604.14 to existing registered charter providers;
I. Supporting information regarding notices to registered charter providers showing the date of mailing or an explanation why notice has not been sent or is not required.
J. Supporting information to show whether the Applicant qualifies for exemption from the Community-Based Charter Services Regulations.
K. Any information necessary for the NCRTD to file a petition for an exception to federal charter service regulations;
L. Such other and additional information as may be required to comply with49 CFR 604.12 reporting requirements or any other requirements of the Community-Based Charter Services Regulations.

The Executive Director will designate an NCRTD staff person to handle inquiries for charter service. The NCRTD staff person will provide all applicants with forms, policies and information necessary to make application for Charter Services.

Applicants that are government agencies or non-profit organization may be required to provide certification of tax-exempt status.

When responding to a request by a Member entity, either the NCRTD Staff person or staff for the applicant shall issue a Notice of Charter Service to registered charter providers in accordance with 49 CFR Part 604.9. If no responses by registered charter providers are received, the NCRTD may provide Charter Services.

Charter Service routes will be determined by the NCRTD in consultation with the applicant.

Although applicants may be eligible for Charter Services, all Charter Services are discretionary and the NCRTD is only obligated to provide Charter Services pursuant to Charter Services Agreements.

III. Liability

All parties chartering NCRTD vehicles will be required to provide the NCRTD with insurance coverage, indemnification and other financial assurances as may be reasonably required by the NCRTD to ensure that it does not incur increased costs or liabilities from the operation of the charter

service.

IV. Seating Capacity

The seating capacity of NCRTD vehicles range from 12 to 44 seats. The NCRTD complies with the Americans with Disabilities Act (ADA), and is able to provide Wheel-chair equipped vehicles. NCRTD vehicles can accommodate and secure one or two wheel-chairs per vehicle but each wheel chair space reduces the vehicle seating capacity by 4 seats. Applicants should consider seating capacity needs at the time of application and inform the NCRTD in advance of any known seating capacity issues or ADA related needs.

V. NCRTD Charges for Charter Services

NCRTD Member entities may apply for one (1) limited charter service per year at no charge to the NCRTD Member entity, on a first come first serve basis with a projected total annual maximum of 150 hours of NCRTD charter service. All Charter Services are limited by and to the amount budgeted by the NCRTD for the services.

The hourly rate charged for charter service will be determined by the NCRTD and shall be in an amount as shown on the attached **Exhibit A**, which the NCRTD, through its Executive Director may, from time to time, amend. It is the intent of the NCRTD to minimize costs to NCRTD member entities but the NCRTD may charge more comprehensive costs to non-member entities.

Any additional charges incurred as direct expenses by the NCRTD including but not limited to tolls, parking fees, entrance fees, or other expenses shall be added to the hourly rate charge and reimbursed to the NCRTD by the applicant upon delivery of the Charter Services.

VI. Charter Services Contracts

Applicants receiving approval for Charter Services shall be required to enter into a Charter Service Agreement with the NCRTD. The NCRTD will provide an initial cost estimate at the time of entering into the Charter Services Contract. Incidental costs (as described above) may be added after the service has been provided. Each Charter Service Agreement shall require payment of 100% of the initial cost estimate is required when the Charter Service Agreement is signed. If need be, at the conclusion of the service, the chartering party will be invoiced for any outstanding costs above and beyond the initial cost estimate.

VII. Cancellations

The NCRTD will generally require a minimum of 48 hour notice in the event an applicant wishes to cancel Charter Services but notice should be given as soon as the applicant knows or believes it may cancel the service request in order to reduce costs and impacts on other NCRTD operations. In the event of inclement weather the NCRTD, in its sole discretion, may waive or modify this notice requirement or cancel the service where it deems the weather to pose unacceptable safety risks. Nothing herein shall be deemed to modify or waive specific requirements and obligations under a signed Charter Services Agreement and the NCRTD may hold a chartering party responsible for any costs it incurs due to delay in providing notice or cancellation of services.

VIII. Service Standards

Charter Services shall be delivered by the NCRTD pursuant to its current prevailing service standards. Applicants should inquire about any specific or special requirements for their Charter Services and any exceptions to general NCRTD service standards shall be set forth in the Charter Services Agreement.

In general the NCRTD:

A. Endeavors to maintain the time of arrival at points of destination but does not guarantee to arrive at or depart from any point at a specific time.
B. May incur delays caused by accidents, breakdowns, road conditions, storms and other circumstances beyond its control.
C. Assigns qualified operators that have been instructed to drive at a speed within limits prescribed by law, and compatible with safe operations.
D. Does not accept responsibility for personal property when left on the vehicle by passengers when disembarking.

IX. Equipment Vehicles

Wherever possible, requests for specific vehicles will be honored, but cannot be guaranteed. Should mechanical failure of equipment make it necessary for the replacement of a vehicle originally assigned to the service, the replacement vehicle may be of a different type. Every effort shall be made by NCRTD to provide equipment as similar to the original as possible.

X. Equipment Repairs

All costs of repairing damage to vehicles resulting from acts of members of the chartering party shall be charged to the chartering party.

XI. Baggage

NCRTD drivers generally do not check or handle passenger baggage, load passenger equipment or property unless required to do so in assisting with ADA compliance. Passengers may carry on their own baggage and property as long as the baggage can be safely stowed on the vehicle, or can be held or restrained by the passenger. Any property or baggage that creates, in the opinion of the operator of the vehicle or other NCRTD employee, a hazardous condition or is likely to damage the vehicle will not be transported. Flammable or other dangerous substances or articles shall not be brought on board the vehicle.

XII. Other NCRTD Restrictions

General passenger and service restriction imposed by other policies of the NCRTD shall apply to charter services including, but not limited to restriction on smoking, passenger conduct, firearms, alcohol, and all restrictions expressly posted on the vehicles.

XIII. Public Relations and Related Service

NCRTD may provide promotion and support for Charter Services as long as said services are consistent with the NCRTD's advertising policies and the additional services are agreed to in writing by the NCRTD and the applicant.

XIV. Volunteer or Donated Services

The NCRTD will not request volunteer drivers for any Charter Services and will not credit or discount Charter Services costs for any volunteer drivers utilized. It is the NCRTD's policy to only use NCRTD employees for Charter Services and any operation of NCRTD vehicles by volunteers or non-NCRTD employees shall require the prior written approval of the Executive Director.

XV. Non-Charter Services

The following services are not deemed Charter Services and may be provided notwithstanding the provisions of this Charter Services Policy.

A. Educational Events

NCRTD vehicles may be used for events during which NCRTD employees educate groups of people on how to use the NCRTD system. The use of a vehicle for this type of *event* needs to be requested by a senior staff member of the NCRTD and approved by the Transit Operations and Facilities Director. The Transit Operations and Facilities Director will confirm vehicle availability prior to approval. The Transit Operations and Facilities Director shall also verify and approve the educational nature of the event prior to approval.

B. Stationary Vehicles

NCRTD vehicles may be used for any *event* at which the vehicle will be stationary and no passengers will be carried. The use of a vehicle for this type of *event* needs only to be requested by a senior staff member of the NCRTD and approved by the Transit Operations and Facilities Director. The Transit Operations and Facilities Director will confirm vehicle availability prior to approval.

C. Parades

NCRTD vehicles may be used as a feature in a parade if the general public is not being carried and NCRTD is providing the vehicle free of charge. This service would need to be requested by the Public Information Officer and approved by the–Transit Operations and Facilities Director and the Executive Director. If NCRTD is charging for the use of the vehicle and/or the general public will be carried on the vehicle, the parade organizers must complete the charter services application process outlined *above.* The same hourly rate will be charged for parades as for any other charter service.

D. Supplementary Services

Any enhanced or supplemental service the NCRTD elects to provide which increases capacity on existing NCRTD fixed routes are deemed supplementary services and are not Charter Services.

North Central Regional Transit District
Financial Summary
As of April 30, 2015

Summary:
The North Central Regional Transit District (NCRTD) is currently reporting ten months of financial activity. The standard for expenses/revenues that should be reported for the period through April 30, 2015, is 83.3% of the budget.

There is a two month lag in receiving gross receipts tax revenue (GRT) and approximately one to two months in federal revenues. NCRTD follows GASB (Governmental Accounting Standards Board) standards and utilizes accrual basis of accounting.

The monthly budget figures for the federal grant revenues and expenditure figures from the charts/tables have been divided using a straight-line method (1/12 increments). The GRT monthly budget figures are allocated utilizing trends from the last five fiscal years. NCRTD reports financials that follow GAAFR (Governmental Accounting, Auditing, and Financial Reporting). The charts/tables compare the current year revenues and expenditures to the previous year.

Financial Highlights

Revenue:
As of April 30, 2015, total revenue of $7,348,241 has been received, which is 69.9% of budgeted revenues. Of this amount, NCRTD has received $5,214,474 in GRT through the month of April 2015.

Other revenues include $1,281,842 from federal funds, $400,000 from Los Alamos County, and miscellaneous revenue of $97,167.

Expenditures:
As of April 30, 2015, NCRTD recognized expenditures totaling $6,597,848, which is 62.7% of total budgeted expenditures.

Of the $6,597,848 spent, $854,084 was in Administration, $5,418,942 in Operations and $324,823 in Capital Outlay. Administration has spent 67.3%, Operations 69.7% and Capital Outlay 22% of its budgets.

Other Matters:

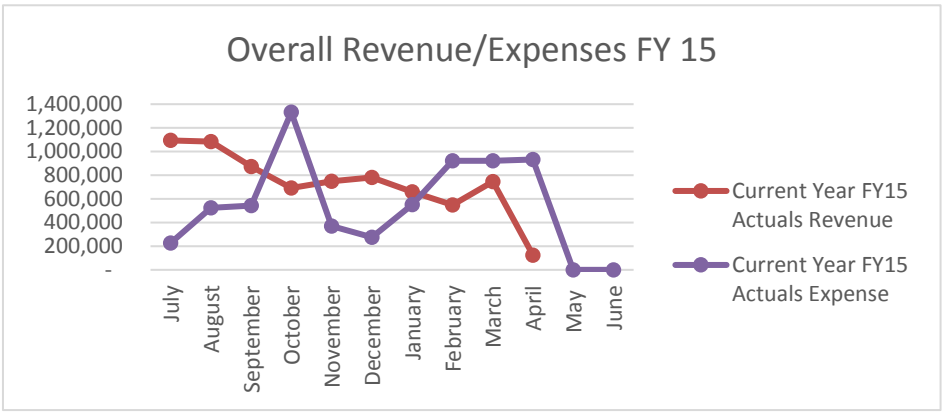
N/A

MONTHLY BOARD REPORT

FY2014 (July 1, 2014 to June 30, 2015)

NCRTD Revenue and Expenses vs. Budget

As of April 30, 2015



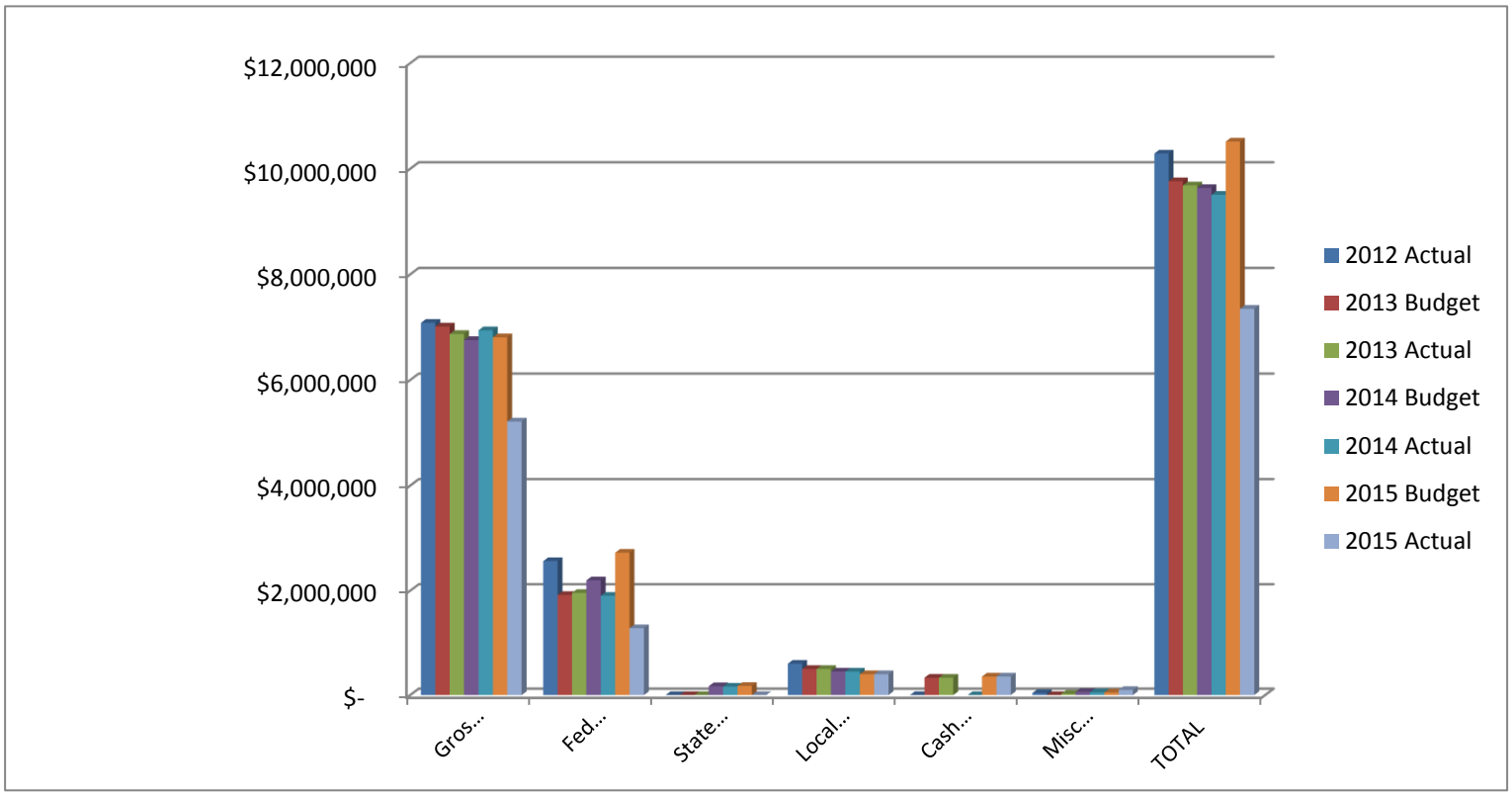
	Expenses		Revenue	
	Budget Revenue FY15	Current Year FY15 Actuals Revenue	Budget Expenses FY15	Current Year FY15 Actuals Expense
July	813,327	1,093,443	813,327	226,528
August	813,327	1,083,444	813,327	524,839
Septembe	813,327	872,709	813,327	543,236
October	813,327	691,616	813,327	1,331,392
November	813,327	747,654	813,327	370,513
December	813,327	781,595	813,327	275,029
January	939,396	659,343	939,396	551,091
February	939,396	549,297	939,396	922,081
March	939,396	745,125	939,396	921,872
April	939,396	124,015	939,396	931,267
May	939,396		939,396	-
June	939,392		939,392	-
Totals	$ 10,516,336	$ 7,348,241	$ 10,516,336	$ 6,597,848

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

NCRTD Revenue by Sources

As of April 30, 2015



	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 Actual	% of Actual vs budget
Gross Receipt	$ 7,083,927	$ 7,013,800	$ 6,871,271	$ 6,757,529	$ 6,941,122	$ 6,809,100	$ 5,214,474	76.6%
Fed Grant	$ 2,566,482	$ 1,917,879	$ 1,957,128	$ 2,198,429	$ 1,902,036	$ 2,727,478	$ 1,281,842	47.0%
State Capital/Outlay	$ -	$ -	$ -	$ 170,000	$ 161,188	$ 175,000	$ -	0.0%
Local Match	$ 600,000	$ 500,000	$ 500,000	$ 450,000	$ 450,000	$ 400,000	$ 400,000	100.0%
Cash Bal Budgeted	$ -	$ 333,000	$ 333,000		$ -	$ 354,758	$ 354,758	100.0%
Misc Rev	$ 38,859	$ -	$ 24,312	$ 60,500	$ 53,637	$ 50,000	$ 97,167	194.3%
TOTAL	$ 10,289,268	$ 9,764,679	$ 9,685,711	$ 9,636,458	$ 9,507,983	$ 10,516,336	$ 7,348,241	69.9%

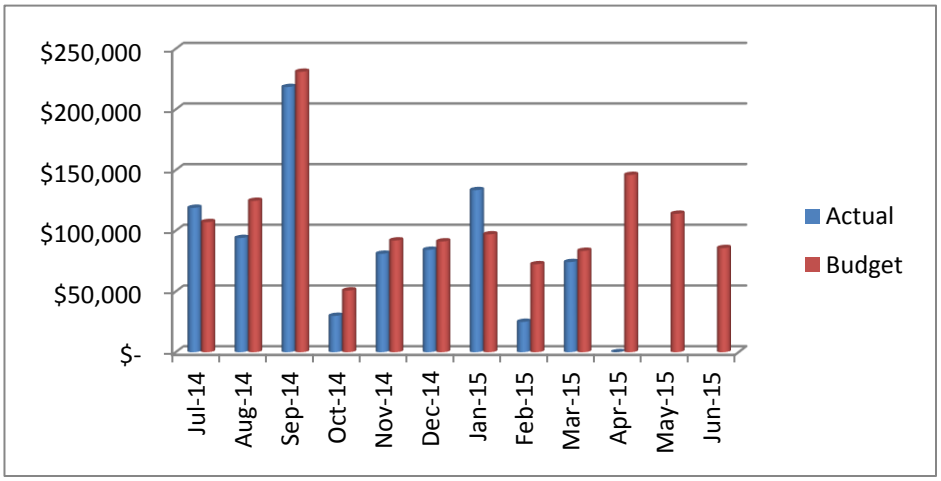
Budget to Actual FY2014
($ thousands)

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

Gross Receipts Revenue By County

LOS ALAMOS COUNTY



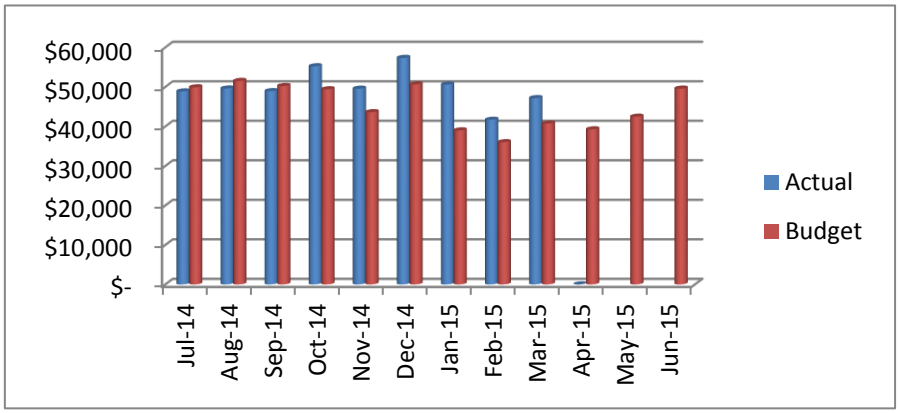
Date Received		Actual		Budget	of Monthly Budget	
Jul-14	$	118,858	$	107,130	111%	8.27%
Aug-14	$	94,019	$	124,617	75%	9.62%
Sep-14	$	218,509	$	231,099	95%	17.84%
Oct-14	$	29,878	$	50,780	59%	3.92%
Nov-14	$	81,022	$	91,973	88%	7.10%
Dec-14	$	84,289	$	91,196	92%	7.04%
Jan-15	$	133,450	$	97,025	138%	7.49%
Feb-15	$	24,957	$	72,413	34%	5.59%
Mar-15	$	74,182	$	83,424	89%	6.44%
Apr-15	$	-	$	145,992	0%	11.27%
May-15			$	113,995	0%	8.80%
Jun-15			$	85,755	0%	6.62%
YTD Total	$	859,165	$	1,295,400	66%	100.00%

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

Gross Receipts Revenue By County

RIO ARRIBA COUNTY



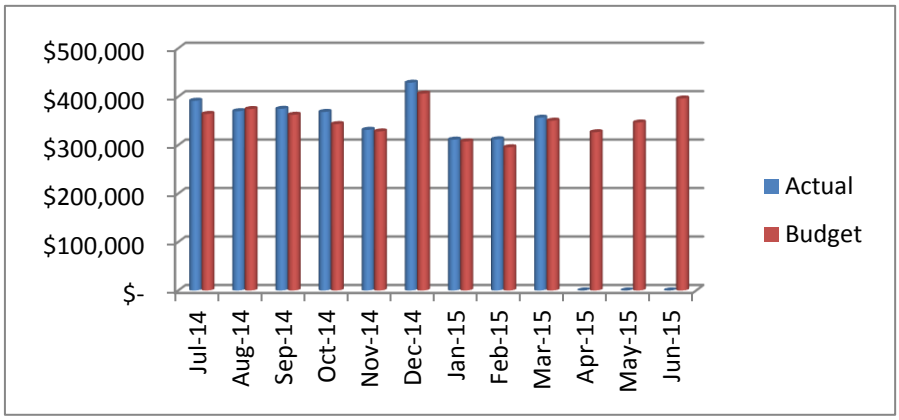
Date Received		Actual		Budget	Actual Revenue % of Monthly Budget
Jul-14	$	48,852	$	49,882	98%
Aug-14	$	49,585	$	51,509	96%
Sep-14	$	48,926	$	50,208	97%
Oct-14	$	55,224	$	49,394	112%
Nov-14	$	49,545	$	43,593	114%
Dec-14	$	57,339	$	50,641	113%
Jan-15	$	50,584	$	38,984	130%
Feb-15	$	41,672	$	36,002	116%
Mar-15	$	47,158	$	40,719	116%
Apr-15	$	-	$	39,255	0%
May-15			$	42,454	0%
Jun-15			$	49,557	0%
YTD Total	$	448,885	$	542,200	83%

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

Gross Receipts Revenue By County

SANTA FE COUNTY



Date Received		Actual		Budget	Actual Revenue % of Monthly Budget
Jul-14	$	391,422	$	364,140	107%
Aug-14	$	369,825	$	374,220	99%
Sep-14	$	374,721	$	362,460	103%
Oct-14	$	368,292	$	343,140	107%
Nov-14	$	331,342	$	328,020	101%
Dec-14	$	428,710	$	406,140	106%
Jan-15	$	311,127	$	307,440	101%
Feb-15	$	311,675	$	295,260	106%
Mar-15	$	356,373	$	350,280	102%
Apr-15	$	-	$	326,340	0%
May-15	$	-	$	346,500	0%
Jun-15	$	-	$	396,060	0%
YTD Total	$	3,243,486	$	4,200,000	77%

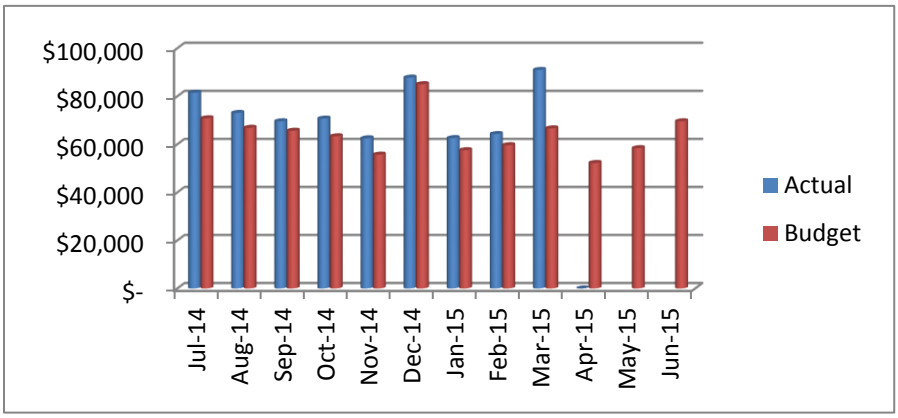
** Note one-half of the SF County GRT is allocated to Rio Metro

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

Gross Receipts Revenue By County

TAOS COUNTY

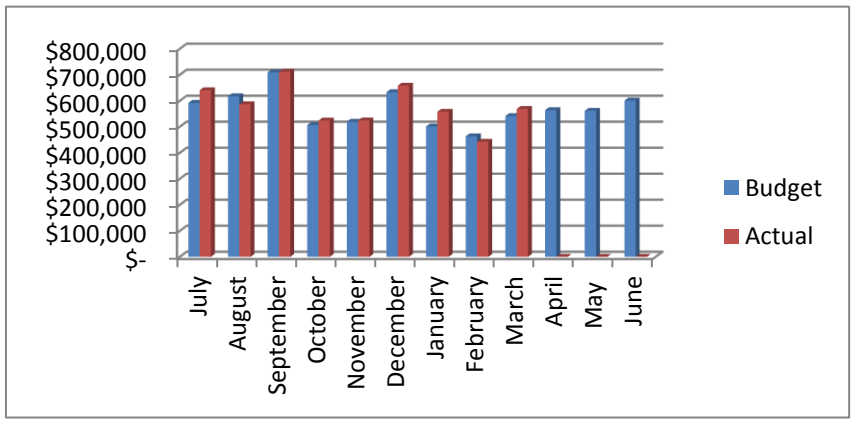


Date Received		Actual		Budget	of Monthly Budget
Jul-14	$	81,492	$	70,824	115%
Aug-14	$	73,069	$	66,889	109%
Sep-14	$	69,591	$	65,655	106%
Oct-14	$	70,706	$	63,340	112%
Nov-14	$	62,494	$	55,702	112%
Dec-14	$	87,765	$	85,019	103%
Jan-15	$	62,592	$	57,554	109%
Feb-15	$	64,274	$	59,637	108%
Mar-15	$	90,956	$	66,658	136%
Apr-15	$	-	$	52,231	0%
May-15			$	58,403	0%
Jun-15			$	69,589	0%
YTD Total	$	662,938	$	771,500	86%

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

Gross Receipts Revenue Thru June 30, 2015



Budget to Actual FY2015
($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 591,976	$ 640,624	108%
August	$ 617,236	$ 586,498	95%
September	$ 709,422	$ 711,747	100%
October	$ 506,654	$ 524,099	103%
November	$ 519,289	$ 524,404	101%
December	$ 632,997	$ 658,103	104%
January	$ 501,004	$ 557,752	111%
February	$ 463,312	$ 442,578	96%
March	$ 541,081	$ 568,669	105%
April	$ 563,817	$ -	0%
May	$ 561,352	$ -	0%
June	$ 600,962	$ -	0%
	$ 6,809,100	**$ 5,214,474**	**77%**

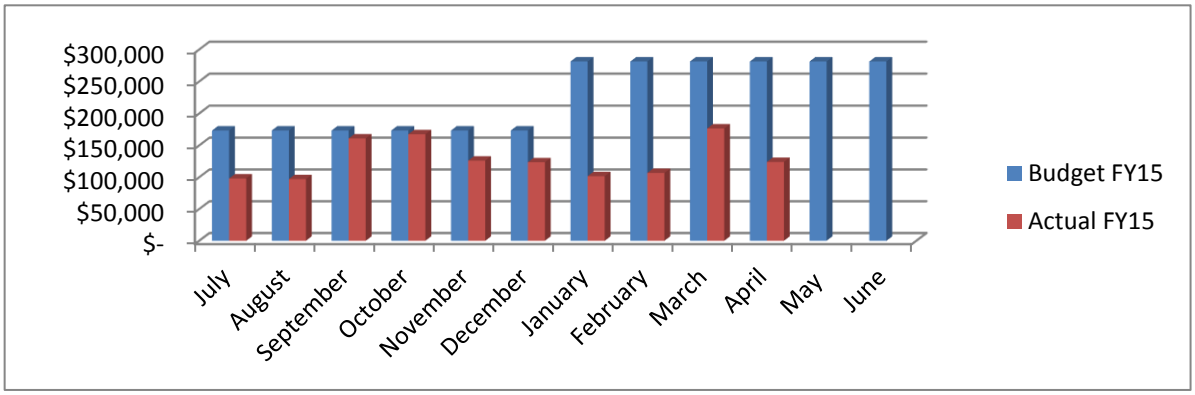
Prior Year vs. Current Year
($ thousands)

	Prior Year FY2014	Current Year FY2015	Inc/Dec from Prior Year to Current Year
July	$ 631,877	$ 640,624	$ 8,747
August	$ 628,640	$ 586,498	$ (42,142)
September	$ 716,096	$ 711,747	$ (4,349)
October	$ 513,320	$ 524,099	$ 10,779
November	$ 518,926	$ 524,404	$ 5,478
December	$ 606,606	$ 658,103	$ 51,497
January	$ 528,397	$ 557,752	$ 29,355
February	$ 498,296	$ 442,578	$ (55,718)
March	$ 569,093	$ 568,669	$ (424)
April	$ 656,754	$ -	$ (656,754)
May	$ 503,533	$ -	$ (503,533)
June	$ 569,583	$ -	$ (569,583)
	$ 6,941,122	**$ 5,214,474**	**$ (1,726,648)**

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

Grant Revenue



Budget to Actual FY2015
($ thousands)

	Budget14	Actual 14	Budget FY15	Actual FY15	Actual Revenue % of Monthly Budget
July	$ 176,767	$ 81,096	$ 173,366	$ 98,061	57%
August	$ 176,767	$ 127,744	$ 173,366	$ 96,946	56%
September	$ 208,261	$ 195,614	$ 173,366	$ 160,962	93%
October	$ 176,767	$ 113,711	$ 173,366	$ 167,516	97%
November	$ 222,503	$ 150,353	$ 173,366	$ 126,083	73%
December	$ 176,767	$ 102,402	$ 173,366	$ 123,492	71%
January	$ 176,767	$ 112,085	$ 281,214	$ 101,591	36%
February	$ 176,767	$ 123,056	$ 281,214	$ 106,719	38%
March	$ 176,767	$ 221,112	$ 281,214	$ 176,456	63%
April	$ 176,767	$ 221,326	$ 281,214	$ 124,015	44%
May	$ 176,767	$ 137,177	$ 281,214		0%
June	$ 176,767	$ 316,361	$ 281,213		0%
	$ 2,198,429	**$ 1,902,036**	**$ 2,727,478**	**$ 1,281,842**	47%

Prior Year vs. Current Year
($ thousands)

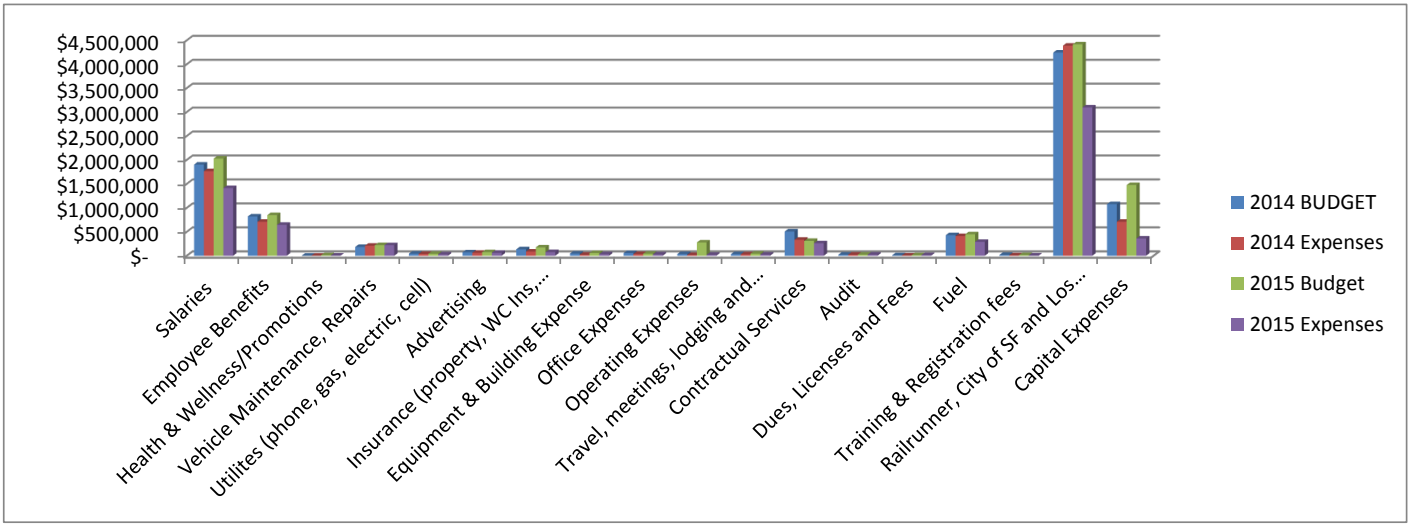
	Actual FY2013	Actual FY2014	Actual FY2015	Inc/Dec from Prior Year to Current Year
July	$ 12,892	$ 81,096	$ 98,061	$ 16,965
August	$ 156,324	$ 127,744	$ 96,946	$ (30,798)
September	$ 20,023	$ 195,614	$ 160,962	$ (34,652)
October	$ 98,589	$ 113,711	$ 167,516	$ 53,806
November	$ 84,275	$ 150,353	$ 126,083	$ (24,270)
December	$ 130,478	$ 102,402	$ 123,492	$ 21,090
January	$ 126,499	$ 112,085	$ 101,591	$ (10,494)
February	$ 214,632	$ 123,056	$ 106,719	$ (16,337)
March	$ 275,465	$ 221,112	$ 176,456	$ (44,656)
April	$ 248,497	$ 221,326	$ 124,015	$ (97,311)
May	$ 237,820	$ 137,177	$ -	$ (137,177)
June	$ 351,633	$ 316,361	$ -	$ (316,361)
	$ 1,957,128	**$ 1,902,036**	**$ 1,281,842**	

MONTHLY BOARD REPORT

NCRTD Expenses by Type

As of April 30, 2015

Year to Date Budget Variance 83.3%



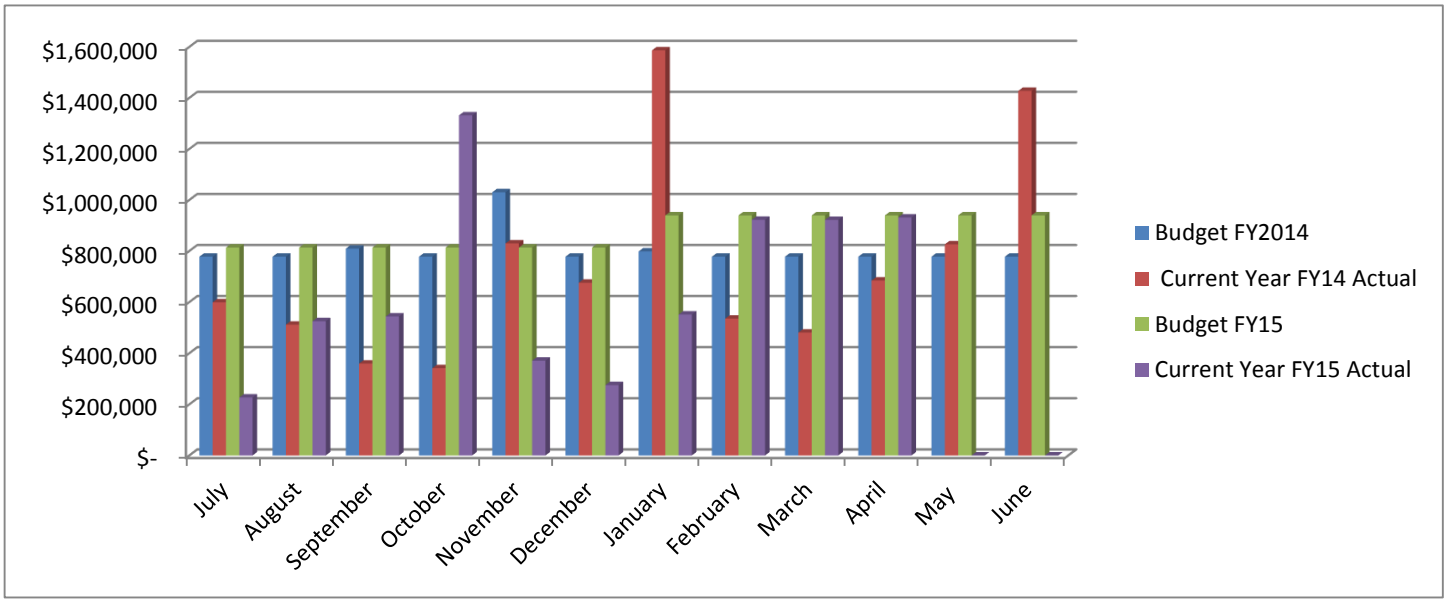
Comparative Expenses by Type

		2014 BUDGET	2014 Expenses	2015 Budget	2015 Expenses	**Year to Date Budget Variance 83.3%**
		$	$	$	$	
1	Salaries	$ 1,902,117	$ 1,764,308	$ 2,026,847	$ 1,412,727	69.7%
2	Employee Benefits	$ 820,232	$ 709,864	$ 848,021	$ 645,521	76.1%
3	Health & Wellness/Promotions	$ -	$ -	$ 12,000	$ 2,320	19.3%
4	Vehicle Maintenance, Repairs	$ 184,920	$ 209,623	$ 221,300	$ 220,226	99.5%
5	Utilites (phone, gas, electric, cell)	$ 44,298	$ 38,486	$ 41,426	$ 28,005	67.6%
6	Advertising	$ 70,440	$ 61,715	$ 73,970	$ 61,200	82.7%
7	Insurance (property, WC Ins, gen liab, vehicle, ci	$ 135,000	$ 87,589	$ 174,281	$ 75,807	43.5%
8	Equipment & Building Expense	$ 46,036	$ 22,181	$ 56,700	$ 31,806	56.1%
9	Office Expenses	$ 56,470	$ 36,948	$ 43,041	$ 28,463	66.1%
10	Operating Expenses	$ 35,700	$ 15,024	$ 277,581	$ 19,227	6.9%
11	Travel, meetings, lodging and per diem	$ 34,712	$ 30,111	$ 44,088	$ 23,382	53.0%
12	Contractual Services	$ 506,233	$ 333,948	$ 310,146	$ 260,916	84.1%
13	Audit	$ 23,433	$ 23,219	$ 25,000	$ 23,433	93.7%
14	Dues, Licenses and Fees	$ 9,486	$ 5,826	$ 10,666	$ 13,092	122.7%
15	Fuel	$ 430,000	$ 410,199	$ 447,723	$ 290,507	64.9%
16	Training & Registration fees	$ 18,513	$ 8,825	$ 13,624	$ 5,318	39.0%
17	Railrunner, City of SF and Los Alamos	$ 4,242,874	$ 4,387,272	$ 4,415,094	$ 3,096,008	70.1%
18	Capital Expenses	$ 1,075,994	$ 709,563	$ 1,474,828	$ 359,891	24.4%
	TOTAL	$ 9,636,458	$ 8,854,701	$ 10,516,336	$ 6,597,848	62.7%

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

NCRTD BUDGET EXPENDITURES OVERALL



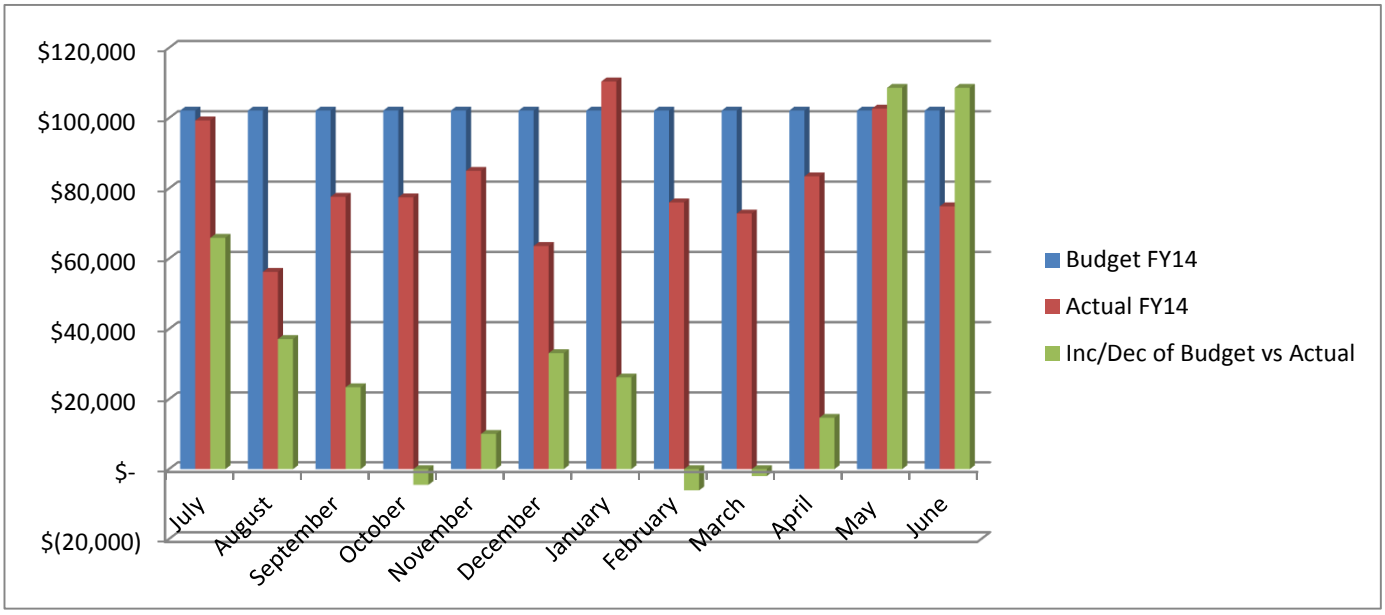
Budget to Actual FY2015
Expenses ($ thousands)

	Prior Year FY13 Actual	Budget FY2014	Current Year FY14 Actual	Budget FY15	Current Year FY15 Actual	Inc/Dec of Budget vs Actual	
July	$ 355,735	$ 777,664	$ 598,912	$ 813,327.17	$ 226,528	$ 586,799	
August	$ 634,121	$ 777,664	$ 511,240	$ 813,327.17	$ 524,839	$ 288,488	
September	$ 724,752	$ 809,158	$ 359,189	$ 813,327.17	$ 543,236	$ 270,092	
October	$ 367,785	$ 777,664	$ 341,082	$ 813,327.17	$ 1,331,392	$ (518,065)	
November	$ 977,721	$ 1,030,164	$ 829,750	$ 813,327.17	$ 370,513	$ 442,814	
December	$ 455,530	$ 777,664	$ 675,551	$ 813,327.17	$ 275,029	$ 538,298	
January	$ 422,342	$ 798,164	$ 1,585,995	$ 939,395.17	$ 551,091	$ 388,304	
February	$ 487,459	$ 777,664	$ 534,985	$ 939,395.17	$ 922,081	$ 17,314	
March	$ 573,082	$ 777,664	$ 480,519	$ 939,395.17	$ 921,872	$ 17,523	
April	$ 905,718	$ 777,664	$ 684,123	$ 939,395.17	$ 931,267	$ 8,128	
May	$ 2,563,210	$ 777,664	$ 826,045	$ 939,395.17	$ -	$ 939,395	
June	$ 292,818	$ 777,664	$ 1,427,310	$ 939,397.17	$ -	$ 939,397	
	$ 8,760,274	**$ 9,636,458**	**$ 8,854,701**	**$ 10,516,336**	**$ 6,597,848**	$ 3,918,488	**62.7%**

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

Administration Expense Summary



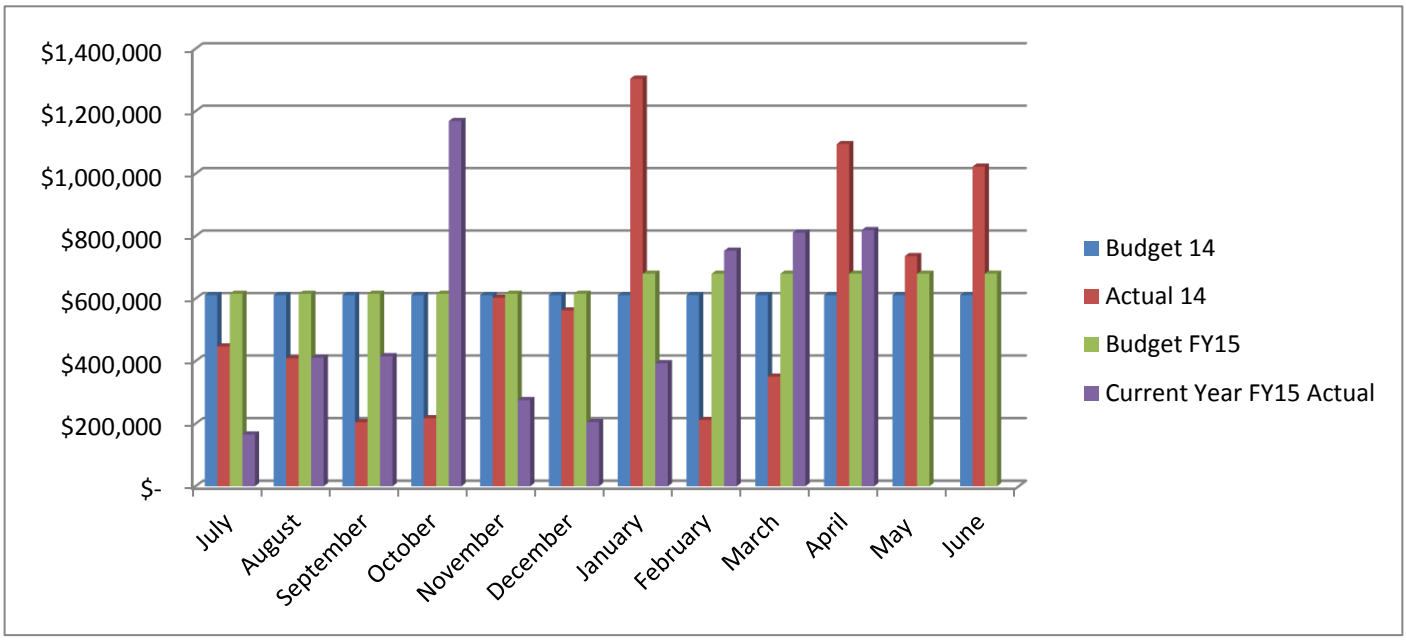
Budget to Actual FY2014/FY2015 Comparative
($ thousands)

	Budget FY14	Actual FY14	Budget FY15	Actual FY15	Inc/Dec of Budget vs Actual	Budget Variance
July	$ 102,148	$ 99,342	$ 102,935	$ 36,996	$ 65,939	**35.9%**
August	$ 102,148	$ 56,248	$ 102,935	$ 65,796	$ 37,139	**63.9%**
September	$ 102,148	$ 77,618	$ 102,935	$ 79,531	$ 23,404	**77.3%**
October	$ 102,148	$ 77,447	$ 102,935	$ 107,450	$ (4,515)	**104.4%**
November	$ 102,148	$ 84,993	$ 102,935	$ 92,871	$ 10,064	**90.2%**
December	$ 102,148	$ 63,622	$ 102,935	$ 69,805	$ 33,130	**67.8%**
January	$ 102,148	$ 110,423	$ 108,614	$ 82,409	$ 26,205	**75.9%**
February	$ 102,148	$ 76,028	$ 108,614	$ 114,696	$ (6,082)	**105.6%**
March	$ 102,148	$ 72,862	$ 108,614	$ 110,596	$ (1,982)	**101.8%**
April	$ 102,148	$ 83,438	$ 108,614	$ 93,933	$ 14,681	**86.5%**
May	$ 102,148	$ 102,701	$ 108,614		$ 108,614	**0.0%**
June	$ 102,148	$ 74,894	$ 108,614		$ 108,614	**0.0%**
	$ 1,225,776	**$ 979,616**	**$ 1,269,297**	**$ 854,084**	**$ 415,213**	**67.3%**

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

Operating Expense Summary



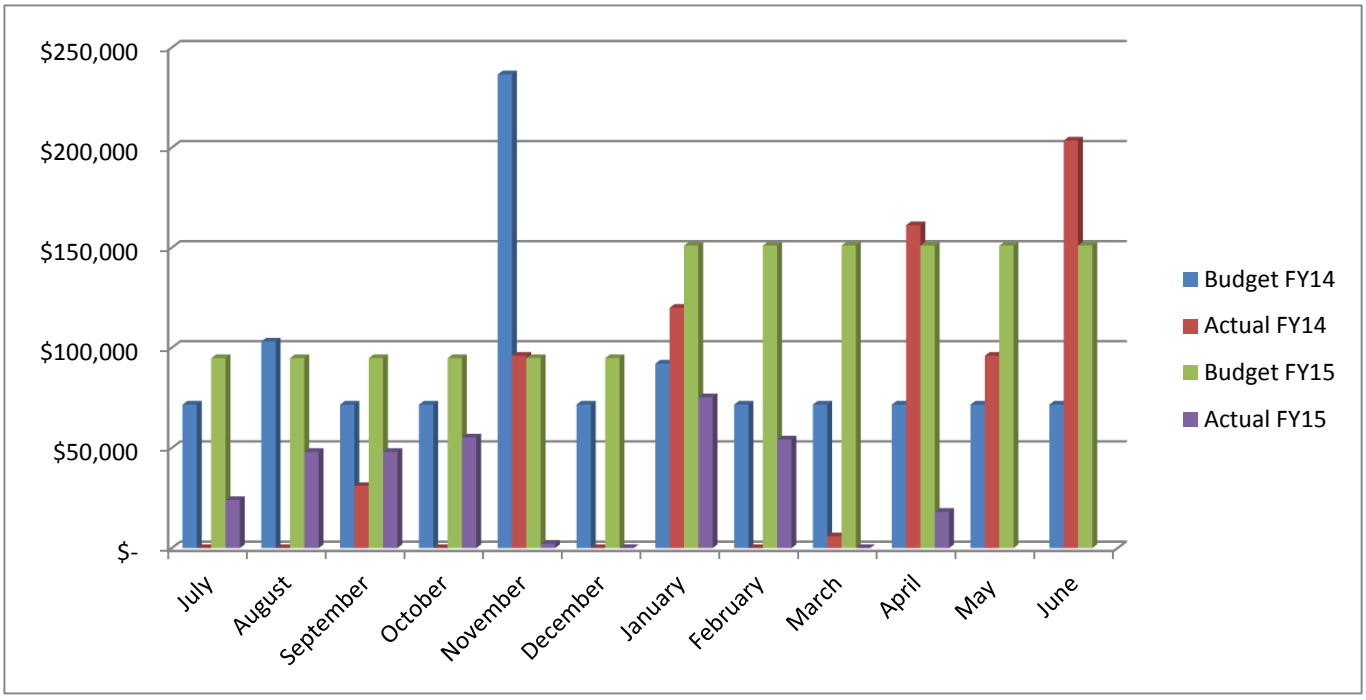
Budget to Actual FY2014/FY2015 Comparative
($ thousands)

	Budget 14	Actual 14	Budget FY15	Current Year FY15 Actual	Inc/Dec of Budget vs Actual	Year to Date Budget Variance 83.3%
July	$ 611,224	$ 446,665	$ 615,611	$ 165,544	$ 450,067	26.9%
August	$ 611,224	$ 408,580	$ 615,611	$ 411,069	$ 204,542	66.8%
September	$ 611,224	$ 204,531	$ 615,611	$ 415,730	$ 199,881	67.5%
October	$ 611,224	$ 217,465	$ 615,611	$ 1,168,758	$ (553,147)	189.9%
November	$ 611,224	$ 602,638	$ 615,611	$ 275,448	$ 340,163	44.7%
December	$ 611,224	$ 561,929	$ 615,611	$ 205,224	$ 410,387	33.3%
January	$ 611,224	$ 1,304,199	$ 679,757	$ 393,437	$ 286,320	57.9%
February	$ 611,224	$ 211,744	$ 679,757	$ 753,200	$ (73,443)	110.8%
March	$ 611,224	$ 350,376	$ 679,757	$ 811,276	$ (131,519)	119.3%
April	$ 611,224	$ 1,094,811	$ 679,757	$ 819,256	$ (139,499)	120.5%
May	$ 611,224	$ 736,145	$ 679,757		$ 679,757	0.0%
June	$ 611,224	$ 1,022,562	$ 679,759		$ 679,759	0.0%
	$ 7,334,688	**$ 7,161,646**	**$ 7,772,211**	**$ 5,418,942**	$ 2,353,269	**69.7%**

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

Capital Expense Summary



Budget to Actual FY2014/FY2015 Comparative
($ thousands)

	Budget FY14	Actual FY14	Budget FY15	Actual FY15	Inc/Dec of Budget vs Actual	Year to Date Budget Variance 83.3%
July	$ 71,583	$ -	$ 94,781	$ 23,987	$ 70,794	25%
August	$ 103,077	$ -	$ 94,781	$ 47,975	$ 46,806	51%
September	$ 71,583	$ 30,974	$ 94,781	$ 47,975	$ 46,806	51%
October	$ 71,583	$ -	$ 94,781	$ 55,184	$ 39,597	58%
November	$ 236,583	$ 95,949	$ 94,781	$ 2,194	$ 92,587	2%
December	$ 71,583	$ -	$ 94,781	$ -	$ 94,781	0%
January	$ 92,083	$ 119,937	$ 151,023	$ 75,245	$ 75,778	50%
February	$ 71,583	$ -	$ 151,023	$ 54,185	$ 96,838	36%
March	$ 71,583	$ 5,916	$ 151,023	$ -	$ 151,023	0%
April	$ 71,583	$ 161,188	$ 151,023	$ 18,078	$ 132,945	12%
May	$ 71,583	$ 95,949	$ 151,023		$ 151,023	0%
June	$ 71,583	$ 203,526	$ 151,026		$ 151,026	0%
	$ 1,075,994	**$ 713,439**	**$ 1,474,828**	**$ 324,823**	**$ 1,150,005**	22%

NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)
FINANCE SUBCOMMITTEE

April 24, 2015
9:00 a.m. - 11:00 a.m.

Executive Conference Room
1327 N. Riverside Drive
Espanola, NM 87532

AGENDA

CALL TO ORDER: Tim Vigil, Chair

Roll Call:

ITEMS FOR DISCUSSION/RECOMMENDATION

A. **Discussion and Review of FY16 Preliminary Budget**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Pat Lopez, Interim Finance Director. *Attachment.*

B. **Minutes from March 27, 2015**
Draft Minutes.

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language Interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

Finance Subcommittee

Meeting April 24, 2015

9:00 a.m.

Board Members Present: *Tim Vigil – Pueblo of Pojoaque and Councilor Pete Sheehey – Los Alamos County*

Staff Present: *Anthony Mortillaro – Executive Director, Michael Kelly – Transit and Facilities Operations Director, Stacey McGuire – Projects and Grants Specialist, Dalene Lucero – Executive Assistant*

Guest(s) Present*: Ken Smithson, City of Santa Fe*

Absent: *Commissioner Alex Naranjo - Rio Arriba County, Leandro Cordova - Taos County, Commissioner Miguel Chavez – Santa Fe County*

Transcribed By: Dalene E. Lucero – Executive Assistant

ROLL CALL

APPROVAL OF AGENDA

CALL TO ORDER

A regular Finance Subcommittee meeting was called to order on the above date by Mr. Mortillaro at 9:12 a.m.

ITEMS FOR DISCUSSION/RECOMMENDATION

A. Discussion and Review of FY16 Preliminary Budget

Mr. Mortillaro noted that the Staff would be going over their budget specifically in terms of the expenditures that are being proposed. He continued, stating that he would first make his preliminary comments and Mr. Lopez would proceed to go over the revenues. The department specific budgets would then be reviewed.

Mr. Mortillaro continued stating that the process for developing the budget started early in the year. Directions are issued to the Staff regarding submittal and development of their expenditure plan and then review of the budgets occur between Staff, the Finance Department and the Executive Director. The preliminary then goes to the Finance Subcommittee for review, by which the Finance Subcommittee then makes a recommendation to the Board at the May 1, 2015 Board meeting.

The proposed budget is less than 1% more than the FY15 amended budget. Overall expenditures for FY16 total $10,609,422, whereas the amended FY15 totaled $10,516,336. The FY16 budget represents an increase of $93,086 (.88% over FY15 spending). Mr. Mortillaro referenced the chart on page 4 of the packet, noting that the budget was broken down by Capital, Operating and Administration.

Mr. Mortillaro continued, stating that changes in contribution levels for the State Public Employees Retirement Association (PERA) that occurred last year and that were agreed to in the Collective Bargaining Agreement was applied to all employees, and will be fully realized in this year's budget. As in previous years the fluctuation of fuel prices as well as a modest increase in other general expenses overall have been incorporated into this proposed budget. Additionally for FY 16, changes in the State Health Insurance plan will result in a 3% increase in premiums projected to take place in January 2016, which will increase both the District and Employees contributions.

Furthermore, the budget as presented provides for the continued implementation of new and modified routes as adopted in April, 2014 by the Board within our Service Plan Update as well as the addition of several new trial routes (Mountain Trail and La Cienega/Los Golondrinas), capital investment and the maintenance of existing service levels. It was noted that the Taos services were not included in the budget; it will not be incorporated until final action is taken by the Board, by which it will then be incorporated into the final budget and a budget amendment will have to occur. Of the total expenditures, $4,447,190 (64%) is allocated within the Operating budget and related to the NM Rail Runner Express, Los Alamos Atomic City Transit and Santa Fe Trails to fund regional services they provide as approved by the Board.

Mr. Mortillaro continued, stating there were some Staff additions inclusive of a Regional Transit Planner, additional Transit Driver II positons due to the addition of a 6 and 8 month pilot routes respectively for La Cienega/Los Golondrinas and Mountain Trail, and the increase from part-time Fleet and Facilities Maintenance position to full-time. Several positions are targeted for reclassifications and funding for those modifications have been incorporated within the specific departments budgets.

Mr. Mortillaro continued to further elaborate on these additional positions. He noted that the additional positions would bring the District from 50.8 FTEs to 55.03 FTEs.

Mr. Mortillaro proceeded to discuss the budget, stating that a 3% increase is budgeted for non-represented employees that is distributed in accordance with the Performance Matrix that is adopted annually by the Board. He noted in FY15 3.5% was budgeted, however not all performance adjustments occur at the same time and thus Staff thought that this would be sufficient to cover those adjustments. Lastly, the District's Collective Bargaining Agreement provided for a 2% increase for Fiscal Year 2016.

Mr. Mortillaro stated that the budget would be discussed in more detail a bit later. He then asked Mr. Lopez to discuss the Project Revenues for FY 2016.

Mr. Lopez referenced page 27 of the packet. He stated that the District is budgeting $10,609,422 in projected revenues for FY2016. The 5311/Administration budget is slightly higher than FY2015 operating budget. Staff did get notification from the New Mexico Department of Transportation that the District would receive a 3% increase in the 5311 Administrative grant, which will begin October 1, 2015. Therefore, Staff has budgeted three (3) months of the old grant as carryover from FY2015, with the addition of the 3% increase in October.

Mr. Lopez continued, stating that the 5311 Operating Budget was projected at $1,006,822, which is also higher than the FY 2015 budget. This is due to the combination of the 5316 grant with the 5311 grant. Additionally, the District received a 7% increase effective October 1, 2015 at the beginning of the Federal Fiscal Year. In the 5311 Capital Outlay budget, the District is anticipating to receive $200,000 to purchase additional vans and buses; this is less than FY 2015. Overall the District is anticipating receipt of a total of $1,739,954 in 5311 FTA funding for FY 2016.

Mr. Lopez moved on, stating that because 5316/JARC no longer existed, the District is budgeting $0 for FY 2016. In other federal grants, the District is budgeting $448,560. Transportation Alternatives Program (TAP) funding for the ADA Transition Plan and design and construction services is being re-budgeted in FY 16 in the amount of $140,976. Mr. Lopez continued, stating that the District is projected to receive $208,800 in 5310 Federal Funding to purchase two 8-passenger buses and two 13-passenger buses. The District also received some new awards from the Tribal Transit grants from FFY 2015; there is also additional funding received from Santa Clara Pueblo left over from FY 2012 that will be carried over into FY 2016.

Mr. Lopez proceeded to discuss the Los Alamos County contribution, noting that this year's funding contribution will be $50,000 less ($400,000 FY 15 vs. $350,000 FY 16). He referenced page 27 of the document, stating that the Actual Year to Date should read $400,000 instead of $450,000. Overall, the LA contribution has decreased from $600,000 in FY 2012 to $350,000 in FY 2016.

Councilor Sheehey stated that the amount of $350,000 was included in the County's budget, which was also in the process of being approved.

Mr. Lopez continued with the GRT Revenue and Miscellaneous portion of the budget, stating that the District is anticipating to receive $564,923 in Cash Balance and Project Carryovers. The District is also projected to receive $6,903,500 in GRT which is comparable to what was projected to FY 2015 from the 4-county region. The Miscellaneous Revenue of $207,344 consists of revenues received from advertising and fares.

Councilor Sheehey asked if all of the Federal monies had already been appropriated and encumbered with consideration to the expiration of MAP-21 in the next several months.

Mr. Mortillaro stated that they had been appropriated for this year and that the District would be okay. He noted that the State of New Mexico is usually a year behind, so the monies have already been encumbered.

Mr. Lopez confirmed, and stated that the funding was money awarded from FY 2015 for FY 2016. He then concluded his presentation of the revenues, stating that the overall projected revenue for FY 2016 totaled $10,609,422.

Mr. Mortillaro thanked Mr. Lopez for his presentations. He then referenced page 33 of the packet by which he proceeded to go over the Administrative budget for FY 2016. He mentioned that the Admin budget consists of the Executive Director's Office and some Contractual Services that are provided, such as legal services, Information Technology, the Stenographer, etc. Overall the Administrative budget includes the increase in Health Insurance, PERA and salaries.

Mr. Mortillaro continued, stating that Contractual Services were down from the prior year, primarily due to complete projects that are no longer deemed to be funded. Thus far, no increases from legal or IT have been determined. However, that may change with the addition of the Taos Chile Line, with the additional requirement for IT support.

Mr. Mortillaro then referenced page 34 of the packet, stating that the Operational budget was also down from prior year expenditures by about $15,000. He mentioned that the budget had not changed much, by which it also incorporated the District's continuing efforts towards customer service.

Mr. Mortillaro asked if there were any questions. There were none.

Mr. Lopez went on to review the Finance budget for FY2016, by which he referenced page 35 of the packet. He noted that the there was a slight increase in contractual services, due to an increase

in audit services; this is due to the extension of the contract with the current auditors and thus it is about $2,000 more than the previous fiscal year. Mr. Lopez mentioned that everything is level, with the exception of items such as Bank Service Charges; the District is anticipating an increase because they will be acquiring a new system that will allow them to scan checks and have them automatically be transferred into the bank account, rather than having Staff take deposits into the bank.

Mr. Mortillaro mentioned that there was an audit finding regarding the timeliness of deposits when financial staff is out. There was some difference of opinion regarding the fact that deposits should be made within 24-hours of receipt; Los Alamos County also went through this with their auditor about a year ago. Although the District was in disagreement with these practices, the audit finding was not included in the report with the promise that the District implemented new technological practices for making deposits.

Mr. Lopez continued with the IT Hardware/Software Support, stating that there was a slight increase; this was for any updates for the accounting system. He then moved on to the Dues and Subscriptions line item, stating that it also increased from the previous year due to the implementation of the Financial Transparency Platform.

Mr. Mortillaro noted that the Board would be able to see a demo on the Financial Transparency platform on May 1st; the platform is called OpenGov and show past and current year budgets.

Mr. Vigil asked how often the platform was updated.

Mr. Lopez indicated that it was updated on a monthly basis.

Further discussion continued on this item.

Mr. Lopez continued to page 36 of the packet, stating that there was a slight increase in Training and Registration Fees as well as lodging, since it is associated with training. Overall, the Finance operating budget has about a $5,000 increase from the previous year from $31,021 to $36,057. Finance is also looking at an increase in expenditures from $313,286 to $358,300.

Mr. Lopez asked if there were any questions. There were none.

Mr. Mortillaro asked the Subcommittee members to turn to page 37 of the packet, by which he directed Mr. Nagle to present his budget. He noted that last year was the first year the PIO and HR budget were broken down by individual budgets.

Mr. Nagle noted that the Contractual Services were down by about $20,000, this is a result of additional services that had been contracted for FY 2015, such as the ITS Launch and the revamping of the route schedules and brochures for each specific route, etc. What is currently included in the FY16 budget request is monies for video development and commercials. There's also about $7,500 included for a rider survey; the last rider survey was done in 2011, and now with the launch it seems like a good time to survey the riders based on the nee changes. Mr. Nagle also noted that there was some money for graphic design, particularly branding and new routes and services.

Mr. Nagle continued, stating that most of the line items have decreased slightly due to projects that were worked into the previous years' budget. However, advertising is up by about $8,000 in order to maintain the programs that were put in place during the time of the ITS Launch, as well as additional campaigns to promote the Mountain Trail Route.

Mr. Nagle moved on, stating that there was also an increase in training and registration fees from the previous year. This is due to the addition of a marketing conference that was not attended last

year; this was reinstituted from previous years for either the PIO or the Marketing and Communications Specialist.

Mr. Nagle noted that there were no additional increases or decreases from the prior year and later asked if there were any questions.

Councilor Sheehey noted that the Salaries and Benefits and Total Contracts did not add up to the total on page 38.

Mr. Lopez noted that the Salaries and Benefits, with the addition of total contracts, plus the total expenditures made up the total.

There were no further questions.

Mr. Mortillaro then moved on to the HR budget. He mentioned that the District was still trying to recruit for the HR Director position, and that is why there is no expenditure for FY15. Mr. Mortillaro noted that it had been very challenging, and although he had not resorted to a head hunter yet, he planned to do so in the coming months.

Mr. Mortillaro continued, stating that in the past the District did not use a search firm resulting in two sets of interviews. During both sets of interviews, offers were made and accepted; after acceptance both individuals declined. Although the District has tried to fill the position that had not been the case. With that being said, Staff believes that the salary may be partly the cause. Mr. Mortillaro mentioned that the salary may have to be increased in order to recruit the right candidate. The Board will get to review any changes to salaries when the Compensation and Classification Plan is brought forward to the Board for review in June. Mr. Mortillaro moved on to the budget stating that there was a slight increase in salaries and benefits to accommodate the potential range increase as well as PERA and Health Insurance.

Mr. Mortillaro continued to Contractual services, stating that there was an increase due to the possibility of utilizing a search firm for recruiting efforts, interview costs and some small relocation expenses.

There were no additional changes to the HR budget.

Mr. Mortillaro then moved on to the Operations budget, stating that it covered the Drivers, Fleet and Facilities as well as Operations Administration, he then referred to page 41 of the packet.

Mr. Kelly noted that there was not too many changes made to the budget from the previous years' budget. The only additions were the salaries and benefits for the two new positions for the Mountain Trail Route.

Councilor Sheehey asked what the miscellaneous expenses were in FY 2015.

Mr. Lopez noted that it was part of the Tribal Transit grants that the District received. It was mentioned that part of the grants were allocated to salaries, as well as routes specifically serving the Tribes. One of the grants awards is from Santa Clara that will be carried over from FY 2012 to FY 2016.

Mr. Kelly then moved on to the Operations Administration budget. He stated that the salaries for the Transit and Facilities Operations Director and the Administrative Specialist were included in this budget as well as the Project and Grants Specialist and Regional Planner positions. The only major increase in the budget includes IT Hardware/Software support. This is due to the

maintenance of the AVL system and equipment. The remainder of the budget has not changed from the previous year.

Mr. Mortillaro asked Mr. Guinn to give a brief overview of the Fleet – Building budget which was referenced on page 45 of the packet.

Mr. Guinn stated that there was an increase in contractual services, this is due to the District going out for bids for the janitorial services, as well as new live look systems on the buses.

Mr. Mortillaro noted that the District did not have a live look option with the camera/DVR systems currently installed on the buses. However, the District would like to transition to that capability so that Staff is able to see remotely as to what is going on inside of the bus, as well as to enhance security measures.

Further discussion continued on this item.

Mr. Guinn continued, stating that Tires and Vehicle Maintenance Repairs would also increase in FY2016. This is due to the aging of the fleet, by which more repairs are anticipated to be made. Additionally, as the LPG and CNG buses are received, the District is looking at a higher rate of repairs.

Mr. Guinn moved on, stating that the Fuel did not increase or decrease very much from the previous year. This is to keep up with the ongoing shift in fuel prices.

Mr. Guinn asked if there were any questions. There were none.

Mr. Mortillaro moved on to page 47 of the packet to discuss the Non-RTD Expenses. He noted that this included the contributions to the Railrunner, Los Alamos County and the City of Santa Fe. He mentioned that the Board adopted a methodology on how these contributions are allocated, by which the Railrunner receives 50% of the GRT that's generated in Santa Fe County, Los Alamos County receives 20% of the GRT and City of Santa receives 40%. Both Los Alamos County and City of Santa Fe are receiving a slight increase in GRT for services that the Board adopts annually.

Mr. Mortillaro asked if there were any questions. There were none.

Mr. Mortillaro then moved on to the Capital portion of the budget by which he referenced page 48 of the packet. As previously mentioned, the District has received revenue for the replacement of 5311 buses. Additionally, this is the first time the District has received such an award from 5310 in the amount of $261,000; between 5310 and 5311 the District will be replacing 8 buses.

Mr. Mortillaro continued, stating that one of the items that was not budgeted was the capital outlay that the District was going to receive. If a special session is scheduled to try to pass the capital outlay bill, the District may receive a total of $177,000 for vehicle bus replacements. The vehicle replacement schedule is set to meet the needs of the District at the current time.

Councilor Sheehey asked if Staff had evaluated the replacement needs for the Town of Taos buses.

Mr. Mortillaro stated they had.

Mr. Guinn noted that about half of the fleet is ready for retirement and can be sold. The other 4 vehicles are in good condition. There is quite a bit of spare fleet that is much more than the FTA requires; FTA suggests for a 10% spare fleet, whereas the Town was operating under a 50% spare fleet.

Mr. Mortillaro noted that the Town did not request any capital when they submitted their request for 5311 and 5310 funding for FY 2016 from the state. Therefore if the consolidation occurs, the District will be taking that into consideration when making those requests.

Further discussion continued on this item.

Mr. Mortillaro continued to discuss the Capital budget, stating that the District plans on replacing some of the Administrative fleet.

Mr. Mortillaro moved on to discuss Office Additions/Building, stating that the District was requesting $15,000 for additional office space and furniture to accommodate the additional positions if approved by the Board. He then went on to the Bus DVR Replacements, stating that the digital recording systems on the buses required replacement. Mr. Mortillaro then asked Mr. Guinn to speak more on this item.

Mr. Guinn stated that the current digital recording system was meant for school buses and is not up to date. The $25,000 will be used to replace the current DVRs on board some of the buses.

Mr. Mortillaro stated that it would only be sufficient for 5 DVR replacements and would not cover the entire fleet. He noted that Staff has been meeting with various vendors to get an idea on what types of systems are out there. Eventually the District would like to replace the camera systems.

Mr. Mortillaro continued to discuss the Emergency Electrical Generator. He noted that he did not know if the total amount requested would be spent because Mr. Guinn had been looking into military surplus. He stated that the District would try to meet its commitment purchase from military surplus, but if not they would proceed to purchase a new one inclusive of the pad, the fencing and the building connection.

Further discussion continued on this item.

Mr. Mortillaro moved on to the Solar Lighting Bus Shelters and Stops, stating that the District would like to retrofit the shelters and stops to accommodate solar lighting considering the fact that many of the shelters and stops are located in rural areas. This will help to improve safety for the users of the system.

Mr. Mortillaro proceeded to discuss the Skid Steer Loader attachments, by which he mentioned that a brush hog would be purchased to be able to cut weeds. $10,000 has been budgeted for various bus stop improvements, in addition to the ADA improvements that need to be made; $165,000 from FY15 and $360,000 for FY16.

Mr. Mortillaro asked if the budgeted amount would cover all of the bus stops.

Ms. McGuire indicated that she did not think so. She mentioned that a prioritized list would be ready for the Board meeting to be held on May 1st. The improvements per stop are anticipated to be about $10,000 - $15,000 per stop. Ms. McGuire elaborated further on this item.

Mr. Mortillaro noted that this funding comes out of FHWA versus FTA; this has been the third year of funding out of that program. If the District does not have enough money to finish the ADA improvements the District plans to go out for a fourth year cycle.

Mr. Mortillaro moved on to discuss the Cash Reserves as referenced on page 17 of the packet. Statutorily we are required to maintain a minimum of 8% of expenditures as a cash reserve. The Board's adopted policy is to maintain a 25% cash reserve level, which is due to the variability of the districts varied revenue sources. In addition, $700,000 of the funds in the cash reserve are

restricted by agreement with Los Alamos County and limited to being used as a revolving operating funding with replenishment required within six months. The District does have cash reserves that exceed the Board's funding requirement, however, when viewed in the context of the Long Range Financial Plan these funds can only be utilized in accordance with the District's financial policies.

The usage of the project carryovers and reserve balance is contained in the revenues to balance the budget. The funds being utilized are related to: a) TAP project, b) fleet match requirements, c) service enhancements for the pilot La Cienega/Las Golondrinas route starting February/March 2016 and the Mountain Trail commencing in October 2015, d) solar lighting for shelters and standalone bus stops, emergency generator and other capital improvements that are not federally funded. The total amount being utilized is $564,923 for comparison purposes in FY 15 $405,196 was budgeted for similar qualified uses provided for within the Reserve Policy. Project carryovers are being utilized for a portion of "a" plus additional reserve funds for the additional TAP construction funds received and "d" and capital reserve funds for item "b" and "c". The overall reserve balance exceeds the 25% Board requirement of $2,652,356. The projected balance for ending FY 16 is $7,247,192. The reserve allocation being requested represents approximately 7.8% of the projected ending balance.

Mr. Mortillaro then moved on to discuss the Long Range Financial Plan as he referenced page 16 and 21 of the packet. The LRFP reflects an update of the moderate case scenario, the proposed FY 16 budget, the CIP and future revenue and expenditure implications. Mr. Mortillaro noted that a 3% factor is applied to GRT revenues; this is projected to grow 3% annually. The same falls in line with the Capital federal dollars. As far as capital outlay finds from the state, it is unknown. Additionally, as of FY 2018 the Los Alamos contribution is unknown and therefore is not factored into this analysis as a revenue source.

Mr. Mortillaro then went on to discuss Tribal Transit funding, stating that he projected $120,000 for FY 2017, however there is no further funding projected for years out. He noted that he felt comfortable enough that the FTA would continue to grant awards for Tribal Transit.

In addition, based upon estimates provided by Taos County Finance Department the one time revenue generated from the Tax Increment District (TID) that was formed in Taos Ski Village for various public infrastructure improvements and private development that is anticipated to transpire has been reflected in the plan and anticipated to occur in FY 2018. It is projected that one time revenues will could equal $320,000. However, this has not been factored into the GRT listed on page 21.

Mr. Mortillaro noted that there were no other revenue sources incorporated into the Long Range Financial Plan.

Councilor Sheehey asked what the large increase was in FY 19.

Mr. Mortillaro stated that it was in relation to the Maintenance Facility that the District hopes to get funded for; that would reflect an 80% match. Board members will see on May 1st that the District is requesting 90%.

Mr. Mortillaro asked if there were any questions on the revenues. There were none.

Mr. Mortillaro proceeded with the operating expenses, stating that everything is set to increase by 3%. With the exception of the Capital investment plan, which is tied to the 10-Year Capital improvement plan.

Mr. Mortillaro referenced the comparison of the Revenues versus the Operating Expenses, indicating that they are shown in red due to the lack of revenues. In the event that revenue

degradation occurs during the term of this Long Range Financial Plan the District will need to assess its NCRTD GRT allocation for non-RTD provided regional services and/or increase its Federal funding for capital and other revenues to offset the reduction in the usage of the reserve to balance the budget. The District will remain conservative in its spending practices.

Mr. Mortillaro continued, stating that NCRTD GRT will need to be renewed through a District wide election in FY 2023. Based upon this Moderate Case Scenario the addition of new routes other than those approved in the adopted Short Range Transit Service Plan cannot be funded unless a reoccurring revenue source is generated.

The subcommittee then discussed the removal of the sunset clause on the tax.

Mr. Mortillaro went on to discuss the 10-Year Capital Improvement Plan as referenced on page 19 of the packet. He noted that the numbers reflected here are plugged into the Long Range Financial Plan. The fleet replacement has a formula that's utilized in terms of FTA requirements regarding replacement of fleet, which is a little more certain. Mr. Mortillaro continued, stating that the Plan did not include anything regarding the Taos consolidation. However, when and if that did occur, the Capital Improvement Plan would be updated to reflect that.

Mr. Mortillaro stated that the District has rolled more of the ITS Program into the plan to incorporate Automatic Passenger Counters under TIGER. He mentioned that the FTA requires a minimum of $1 million to apply for APC's. However, that doesn't mean that the District can't pursue APC's under 5311.

Mr. Mortillaro noted that ITS improvements are incorporated into the plan inclusive of Automatic Passenger Counters, Automatic Annunciators, Automatic Bus Inspection and Automatic Interactive Voice Response.

Ms. McGuire stated that IVR is a feature tied in with the telephone system that allows customers to call and be prompted with an automated system that will then give times based on each specific route which is a one-time fee of $30,000.

Mr. Mortillaro mentioned that the prices included in the Plan are based upon information received when going out for bid on the ITS system. There were a number of alternate additions to the system that were bid on in which the vendor was able to hold the prices for a 3-year period. Additions are made to the 10-year plan based upon what Staff feels needs to be addressed.

Mr. Mortillaro referenced the $200,000 in place for the Fueling Facility and noted that it was likely to go away. If the funding is received for the Maintenance Facility, then the Fueling Facility cost will be incorporated into that.

Mr. Vigil asked what the Fueling Facility will be for.

Mr. Mortillaro stated that it would be for gasoline, diesel and alternative fuels.

Mr. Vigil recommended that the generator mentioned previously, should be purchased based upon the types of fuels available at the said fueling facility.

Mr. Guinn stated that the District would be testing and LPG and CNG bus to determine what works best.

Mr. Mortillaro continued, stating that as the Taos improvements are added, there may be more capital improvements related to that, that will eventually have to be incorporated into the Plan.

Mr. Mortillaro wrapped up the discussion regarding the Plan and asked if there were any questions or comments. There were none.

Councilor Sheehey made a motion to approve the FY 2016 Preliminary Budget as presented and to move forward to the Board for consideration. Mr. Vigil seconded the motion and it passed by unanimous voice vote (2-0).

B. Minutes from March 27, 2015

Councilor Sheehey made a motion to approve the minutes from March 27, 2015, subject to any future changes. Mr. Vigil seconded the motion and it passed by unanimous voice vote (2-0).

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

The Finance Subcommittee meeting was adjourned at 11:08 a.m.

The next Finance Subcommittee meeting will be held on May 22, 2015 at 9:00 a.m.

EXECUTIVE REPORT

May 2015

EXECUTIVE

- Meet with Taos Transit Employees regarding consolidation.
- Participated in inventorying and staff discussions on Taos Chile Line consolidation.
- Held long range plan weekly review call.
- Drafted job descriptions for new positions and reclassified positions.
- Participated in defensive driver training.
- Participated in the selection of new camera and DVR vendor.
- Participated in Mountain Trail Route test run.
- Continued participation in MPO Transit Master Plan review.
- Amended Fiscal Year 2016 Budget to incorporate Taos Chile Line operations.
- Attended Town of Taos Council meeting regarding consolidation agreement.
- Attended County of Santa Fe Board of Commissioners meeting regarding Santa Fe County service transit plan.
- Reviewed Taos license agreement for fleet and transit yard and facilities.
- Continued review and discussion of outstanding site property issues with Attorney and Land Use consultant
- Attended MPO TCC meeting.
- Attended Rio Metro RTD board meeting.
- Attended via conference call APTA Small Operations Committee
- Prepared annual evaluation of key team members.
- Met with Attorney and Staff regarding various legal issues and associated documents.
- Prepared Board and Finance Subcommittee meeting materials.
- Met weekly with Board Chair Barrone on various issues.
- Continued review, revision and creation of various NCRTD policies.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document district actions.

MARKETING/PUBLIC INFORMATION

- On-going updates to the new NCRTD.org website making it more user and rider friendly
- Ads ran in the Santa Fe New Mexican's Bienvenidos special summer guide, the Rio Grande Sun Ultimate Summer Guide and Los Alamos Monitor Discover summer guide

- A four-color mailer promoting the new Golden service was mailed out to 325 homes in the Golden area
- Developed and designed new RTD logos for the Chile Line and Mountain Trail route
- Began an ad buy program through Ad Taxi for online RTD ads to come up through Google searches and Facebook pages
- Attended the Santa Fe Chamber of Commerce Tourism Day in Santa Fe
- Re-traced Peñasco, Edgewood, Los Alamos and Eldorado routes and created traces for Chile Line for insertion into Avail's ITS technology
- Created, designed and printed a Santa Fe to Taos visitor rack card and new Taos Express rack card. Cards were distributed to Santa Fe Chamber, City of Santa Fe visitors centers, NM State Tourism visitors center and Taos Visitor Center
- Developed and designed informational rack cards for seniors and veterans
- Began a program targeting community blogs to provide them with information about RTD services
- Along with NCRTD Executive Director, attended the Santa Fe Chamber's Bienvenidos tourism office ribbon cutting in the Santa Fe Plaza
- Worked on updating the NCRTD Advertising Policy
- Attended the Mountain Trail route maiden voyage
- Attended the Santa Fe County Board of County Commissioners with Stacey McGuire to stand for questions regarding the Mountain Trail Route, if needed
- An NCRTD written story appeared in APTA Bus and Paratransit Conference edition of Passenger Transport
- A press release was issued regarding student banners going up in Taos County RTD bus shelters
- Press release and rider alerts issued regarding the Memorial Day Closure
- A 3 month program began on Hutton Broadcasting's KBAC, Radio Free Santa Fe, promoting the ITS launch with a newly produced 30-second radio spot. The program will include192 commercial spots over the period
- Held two meetings with Griffin and Associates on the marketing plan for the post ITS launch
- Provided various updates and rider alerts to ncrtd.org throughout the month
- Print ad booked and now being developed for the Rio Arriba County Fair program
- KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in May excluding Saturdays and Sundays
- KSWV 810-AM in Santa Fe, :30 sec spot ran 20 times in May as well as 30 :20 sec promos announcing RTD sponsorship during the 7:30 AM ½ hour
- KTAOS 101.9 FM in Taos, 14 :30 sec radio spots ran each week in May
- A series of 30-second spots in English and Spanish began running on KXMT in Taos
- Two banner ads ran in April in the Santa Fe New Mexican, Los Alamos Monitor and the Taos News. Two 1/8 page ads ran in the Rio Grande Sun

SERVICE DEVELOPMENT

- April 2015 5311 Ridership Report
- Participated in the Employee Recognition Committee; involved in bylaw creation process
- Represented NCRTD at NPRTPO monthly meeting
- ITS AVL/CAD project work including:
    - Ongoing Staff training and teambuilding throughout organization
    - StrataGen/Adept paratransit and Avail data entry and oversight
    - Ongoing tweaks and improvements to schedule, routing and map
- TAP FY14 and FY15- weekly conference calls to update; final draft of ADA Transition Plan and hazardous materials work completed, ISA acceptance letter received from NMDOT for Phase I
- TAP FY16- participated in a webinar by NMDOT outlining the TAP process
- New landowner identified, ongoing discussions regarding potential bus shelter placement at the bus stop southbound on Riverside at Chili's; NMDOT included in discussion; new stop requested through District 5 and awaiting NMDOT approval, ROW determination remains outstanding and is expected in 2015 or 2016
- Continued discussion regarding Town of Taos request for Chile Line analysis and potential consolidation of Chile Line. Consolidation of entities approved by both Boards; attended multiple meetings with the Town and employees; ongoing inventory and operational discussions to occur as we transition
- Represented the NCRTD at the Santa Fe County Board of County Commissioners meeting in discussions regarding the transit service to be provided to Ski Santa Fe
- Participated in the operational test run of the Mountain Trail route
- Met with Ski Santa Fe to discuss fare collection, bus staging and parking, bus stop placement, etc. related to Mountain Trail route
- TIGER VII work ongoing; support letters requested, STIP letter requested, internal agency departmental assistance requested, pre-application submitted

OPERATIONS

- Held quarterly driver training
- Continue working on ITS, AVL & CAD testing.
- Worked with Fleet and Facilities staff for new bus stop sign installations.
- Worked with Executive Director and team on the Taos Chile Line consolidation, Mountain Trail Route and Las Golondrinas future routes.
- Ran a successful trial run with bus for the Mountain Trail Route from South Capital Station to Ski Santa Fe.
- Provided defensive driving training to Administrative staff.

Performance Measures

for

Fiscal Year 2015

April 2015

Performance Measures for Fiscal Year 2015

The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District's costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives."
The report data collected is grouped into 3 areas: Administrative, Fleet and Customer Related:

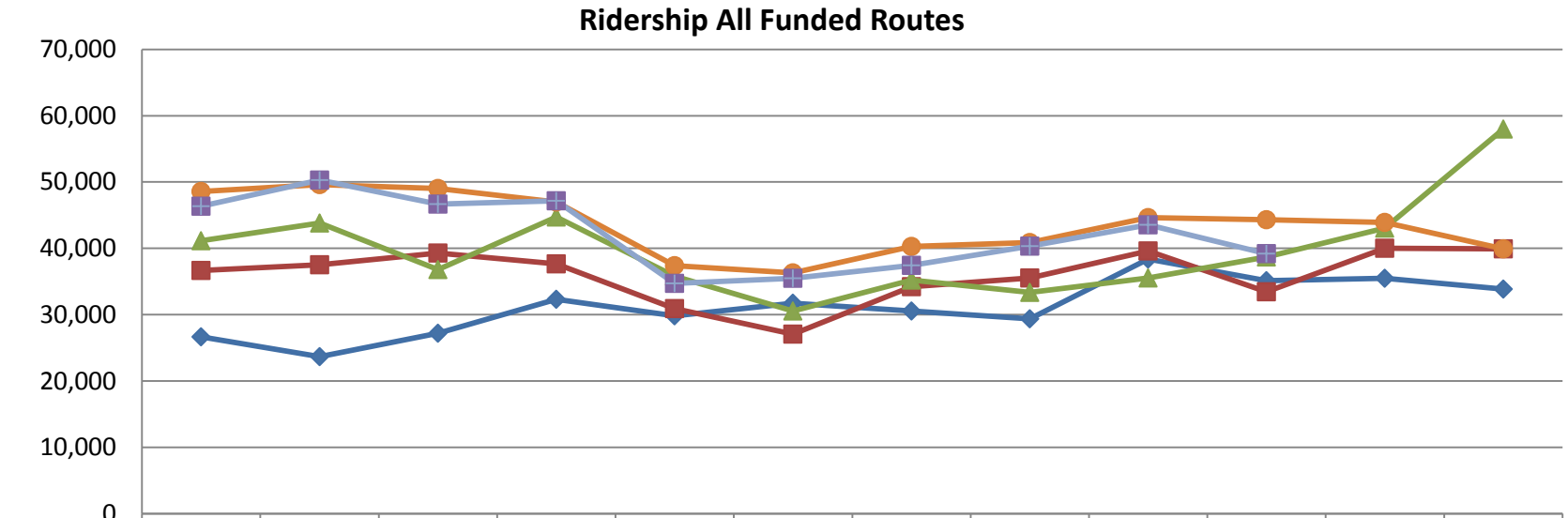
1. **Administrative:**
   - **A. Ridership, All Funded Routes**
   - **B. Ridership, NCRTD Operated Routes**
   - **C. Monthly Expenditures**
   - **D. Cost Per Mile**
   - **E. Cost Per Trip**
2. **Fleet:**
   - **A. Vehicle Back Up Ratio**
   - **B. Average Vehicle Age**
   - **C. Percentage of "On-Time" PM / Inspections**
   - **C. Accidents, Major/Minor Tracking**
3. **Customer Relations:**
   - **A. Complaints**
   - **B. Incidents**

The In-state/local comparable is Sandoval/Valencia Counties which are operated by the Rio Metro Regional Transit District. This benchmark/peer entity was chosen since they are within New Mexico and somewhat similar to rural transit service. The FTA benchmarking data used originates from the Rural Transit Fact Book 2013. The data is for 2011 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.

Performance Measure - Administrative:

Ridership Tracking of All NCRTD Funded Routes

Tracking ridership is the #1 way a public transportation agency can gauge its effectiveness of the service it provides. Ridership data for all routes funded by the NCRTD are collected by City of Santa Fe and Los Alamos County. This data is forwarded and combined with the data from the District's operated routes. These numbers are then compiled into a monthly ridership report. This measurement tracks the number of one way trips taken on all the routes within the district. This graph shows the NCRTD combined total ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand. Sandoval/Valencia counties are used local/in-state comparison benchmark, as they are similar in service but smaller in size: a two county service of the Rio Metro Transit District.



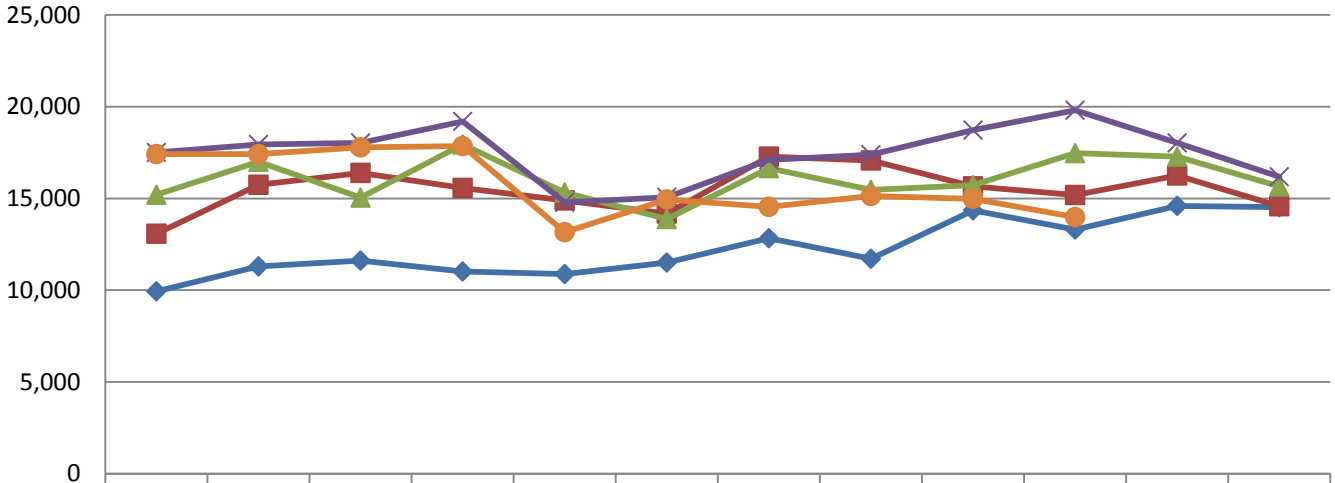
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 10-11	26,655	23,679	27,202	32,325	29,835	31,743	30,570	29,368	38,395	35,114	35,480	33,845
FY 11-12	36,666	37,522	39,298	37,650	30,923	27,051	34,236	35,541	39,611	33,474	40,027	39,942
FY 12-13	41,135	43,836	36,784	44,720	35,825	30,576	35,214	33,352	35,549	38,724	43,060	57,985
FY 13-14	48,552	49,624	49,034	46,976	37,369	36,320	40,271	40,871	44,627	44,335	43,930	39,934
FY 14-15	46,374	50,295	46,680	47,164	34,702	35,509	37,422	40,320	43,563	39,195		

Performance Measure - Administrative:

Ridership Tracking of NCRTD Operated Routes

This ridership data is collected by the NCRTD drivers for all routes operated by the District. This includes 20 fixed and commuter routes as well as the demand response routes. Totaling the number of one way trips on NCRTD routes, allows staff to evaluate effectiveness and to ensure that the service is reaching areas in the district that have high demand for accessible mobility. Sandoval/Valencia counties were selected as a local/in-state comparison benchmark.

Ridership NCRTD Operated Routes

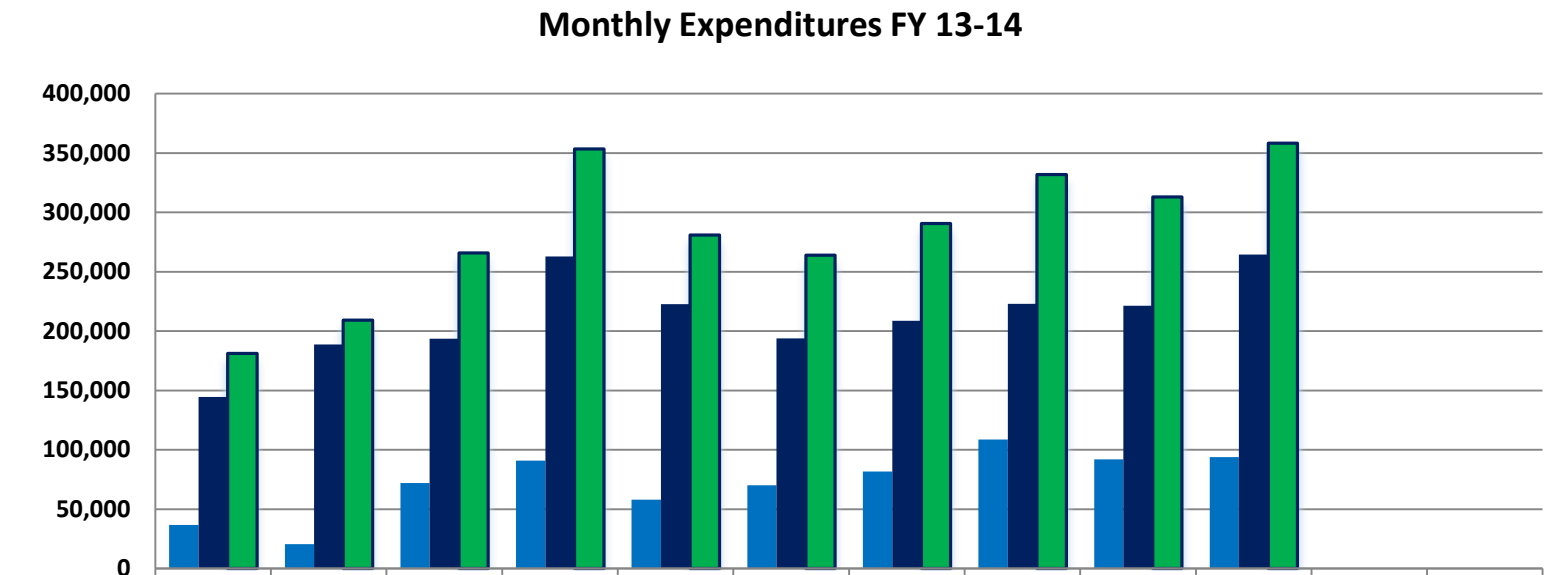


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 10-11	9,942	11,300	11,614	11,011	10,885	11,504	12,824	11,709	14,356	13,299	14,586	14,516
FY 11-12	13,081	15,739	16,397	15,567	14,886	14,167	17,274	17,071	15,650	15,178	16,244	14,573
FY 12-13	15,200	16,995	15,052	17,943	15,317	13,872	16,642	15,471	15,729	17,465	17,285	15,653
FY 13-14	17,504	17,934	18,033	19,205	14,792	15,069	17,102	17,380	18,719	19,804	18,021	16,187
FY 14-15	17,415	17,419	17,781	17,855	13,155	14,933	14,545	15,134	14,977	13,983		

Performance Measure - Administrative:

Monthly Expenditures for Administrative and Operating

The NCRTD's Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the expenditures to maintain a balanced budget, as well as tracking the administrative and operating margins. This data is used in determining the cost per trip and the cost per mile. Tracking the budget and monitoring operational costs allows management to target specific dollar amounts when creating future budgets and requesting federal funding from the NM Department of Transportation.

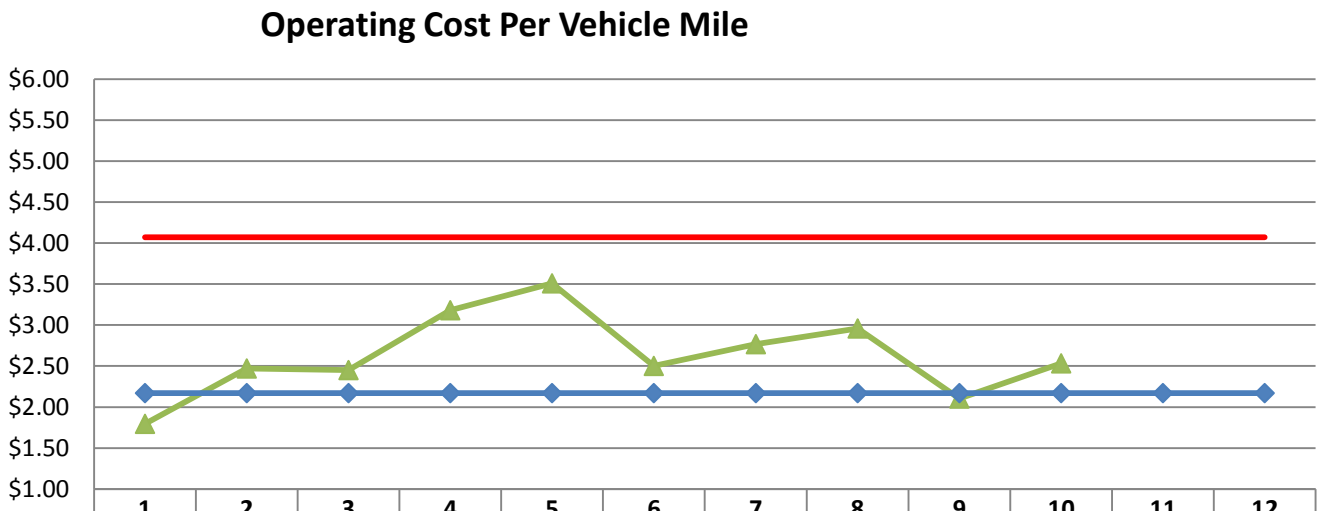


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Admin	$36,674	$20,438	$72,053	$90,731	$57,990	$70,179	$81,812	$108,711	$91,835	$93,933		
Operating	$144,466	$188,698	$193,661	$262,769	$222,771	$193,855	$208,691	$223,056	$221,261	$264,372		
Total	$181,140	$209,136	$265,714	$353,500	$280,761	$264,034	$290,503	$331,767	$313,096	$358,305	$0	$0

Performance Measure - Administrative:

Operational Cost per Vehicle Mile

Cost per vehicle mile is the total operating costs per month in relation to the total vehicle miles per month traveled on NCRTD routes. The mileage data is logged daily for each route and compiled into a monthly report. Monthly operating costs are obtained from the Monthly Expenditures (chart above) and the number of miles travelled for NCRTD operated routes. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District's route operations. This measurement is a beneficial tool for the planning and operation's departments. The NM Department of Transportation uses this as one of their performance measures in the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per mile vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties' annual average are used as a local/in state comparable benchmark, even though their system is smaller than NCRTD. Data from the 2013 Rural Transit Data Fact Book, specifically FTA's District 6 (our district) annual cost per mile is included as a benchmark.

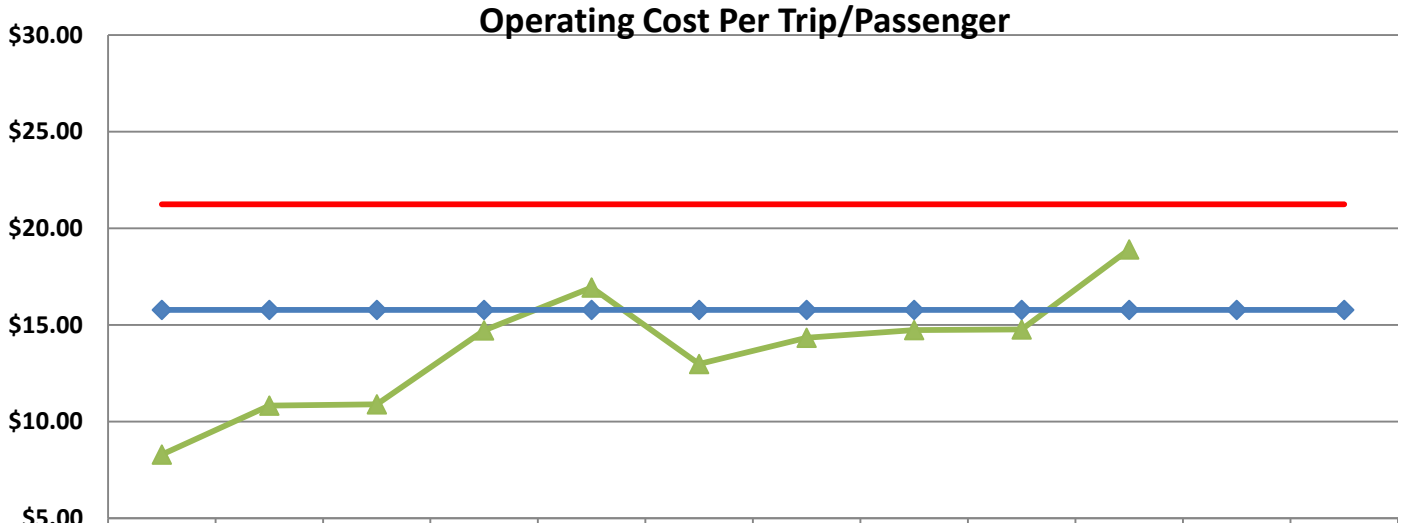


	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Mile	$1.79	$2.47	$2.45	$3.18	$3.51	$2.50	$2.77	$2.96	$2.10	$2.53		
Sandoval/Valencia	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07
Region 6 Total Cost Per Mile	$2.17	$2.17	$2.17	$2.17	$2.17	$2.17	$2.17	$2.17	$2.17	$2.17	$2.17	$2.17

Performance Measure - Administrative:

Operating Cost per Trip

When transit data is collected, passengers, riders and rides are counted and referred to as “trips.” One passenger can generate several trips in a day, and these are counted individually. Example, a particular rider may board in Questa (1 trip) and transfer to the Taos to Espanola bus (1 trip) and again transfer to the Santa Fe bus in Espanola (1 trip) for a total of three trips. The cost per trip is computed on a monthly basis by dividing the monthly operating costs from the Monthly Expenditures (chart above), by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties’ annual average are used as a local/in state comparable benchmark, even though their system is smaller than the NCRTD. Data from the 2013 Rural Transit Data Fact Book, specifically FTA’s District 6 (our district) annual cost per trip is included as a benchmark.

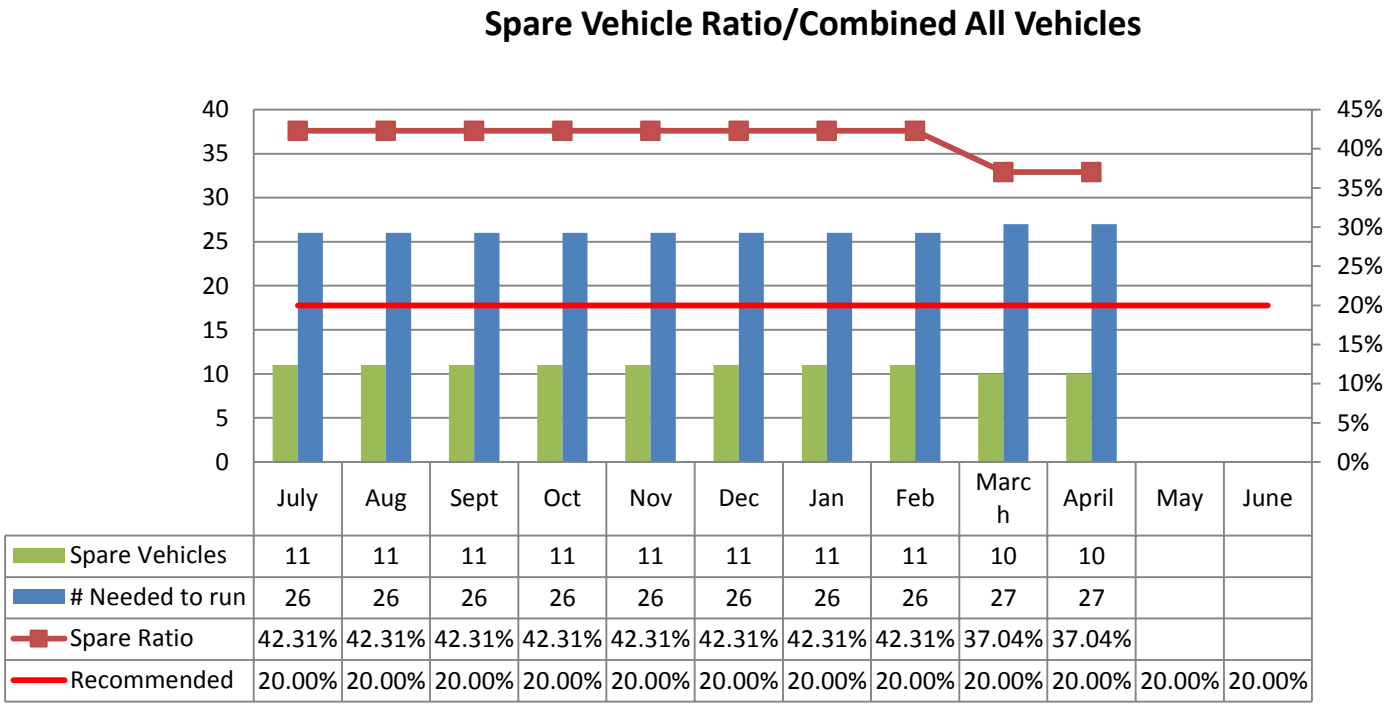


	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Trip	$8.30	$10.83	$10.89	$14.72	$16.93	$12.98	$14.35	$14.74	$14.77	$18.91		
Sandoval/Valencia	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24
Region 6 Total Cost Per Trip	$15.79	$15.79	$15.79	$15.79	$15.79	$15.79	$15.79	$15.79	$15.79	$15.79	$15.79	$15.79

Performance Measure - Fleet:

Spare Vehicle Ratio/Combined all Vehicles

FTA defines the spare ratio as the percentage of spare vehicles in comparison to the number of vehicles required for annual maximum service. Recommended FTA spare vehicle ratio is 20% for fleets over 50 vehicles. NCRTD's fleet totals 35 and is exempt from this guideline but it is a good benchmark to keep in place. With an annual maximum service of 27 and a backup fleet of 8, the backup ratio is 30%. This higher number is needed and reasonable due to the variety of passenger seating requirements for specific routes throughout the District. These backup vehicles ensure consistent coverage of all routes when vehicles are off line due to routine maintenance or unexpected breakdowns.

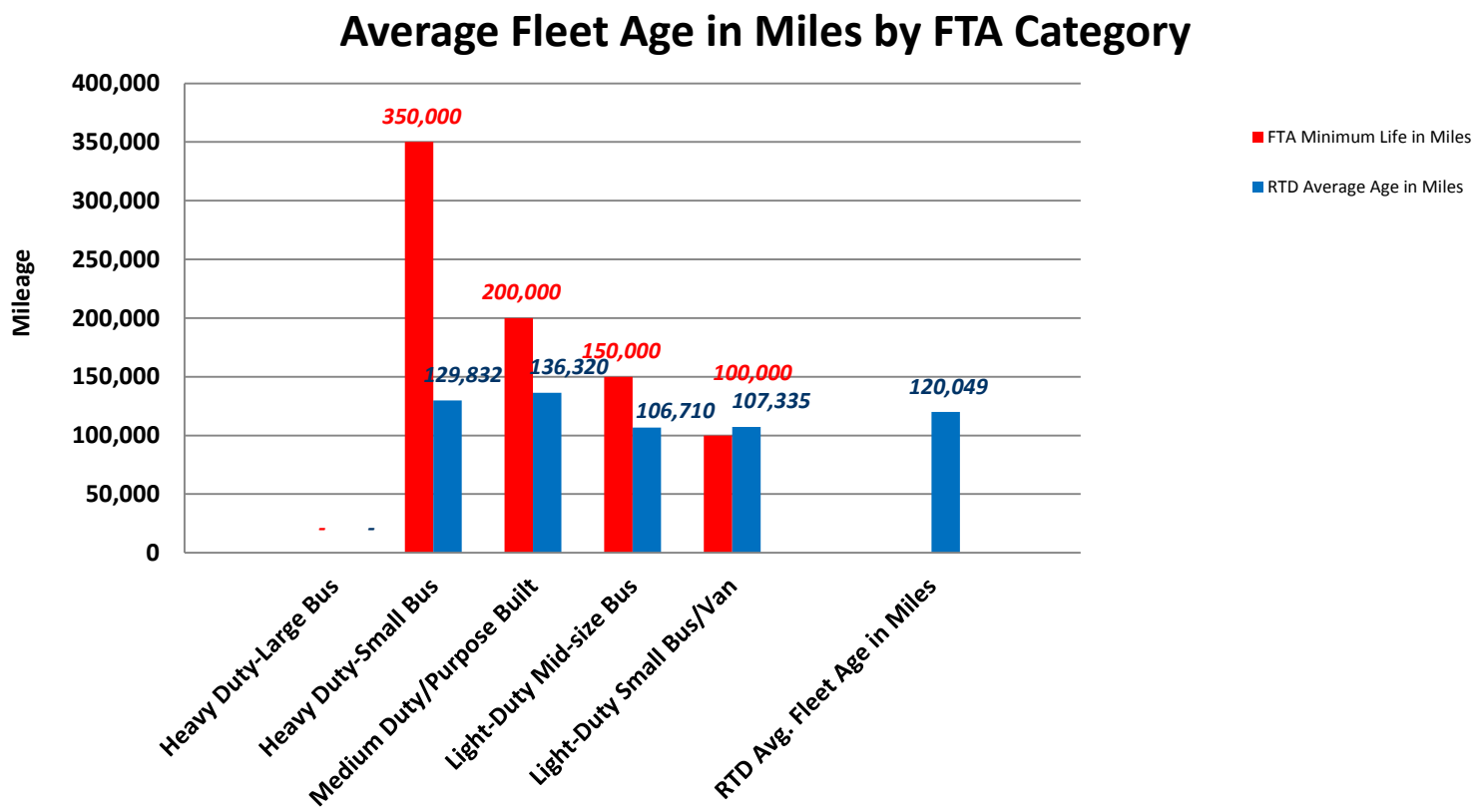


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Spare Vehicles	11	11	11	11	11	11	11	11	10	10		
# Needed to run	26	26	26	26	26	26	26	26	27	27		
Spare Ratio	42.31%	42.31%	42.31%	42.31%	42.31%	42.31%	42.31%	42.31%	37.04%	37.04%		
Recommended	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%

Performance Measure - Fleet:

Average Fleet Age

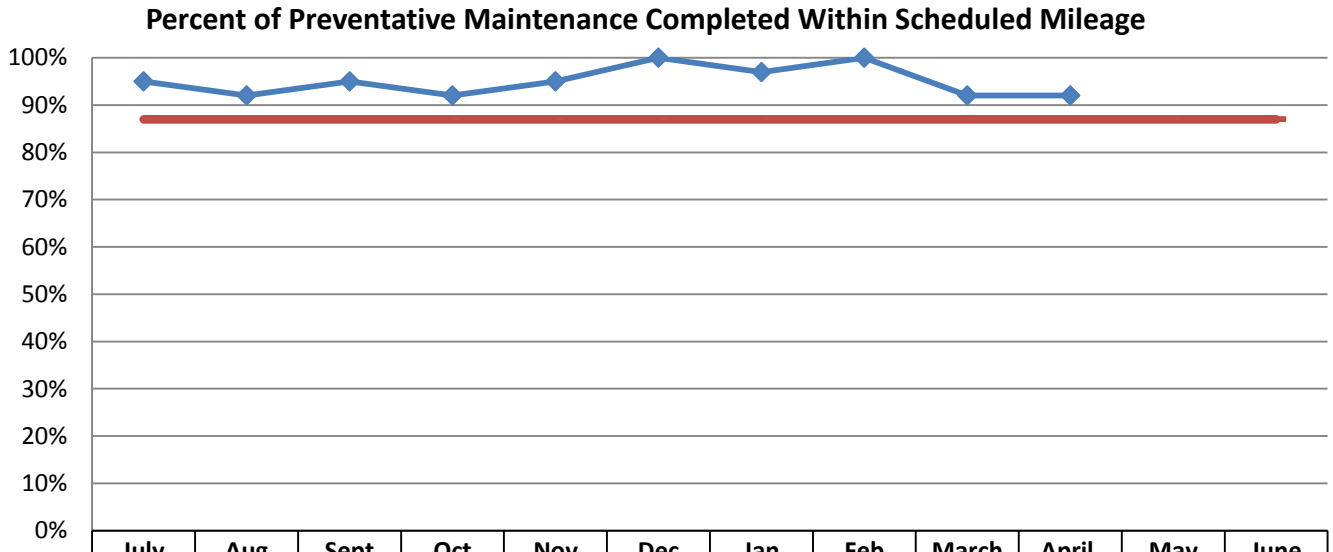
The FTA allows the use of years or mileage to attain usable life. The District uses mileage rather than the year of manufacture because of the large area of the district and the high number of miles traveled on an annual basis. This compares the age of specific kind of vehicles by mileage in accordance to the FTA guidelines. This is useful in fleet replacement planning. The numbers will vary month to month as mileages increase and old vehicles are replaced by new.



Performance Measure - Fleet:

Percentage of "On-Time" PM / Inspections

The federal benchmark for the percentage of "on-time" preventative maintenance (PMs) and inspections for the fleet is 87%. Inspections are required to be conducted within certain mileage timeframe by vehicle manufacturers for the various sizes of vehicles. Manufacturer's recommended maintenance schedules may range in mileage due to the component makeup of a particular vehicle. The FTA recommends they be conducted within the manufacturer's recommended maintenance schedule. However, as a sub recipient of NMDOT we are allowed varied standards as approved by NMDOT. With the variety of sizes and component makeup of District vehicles, we have determined and hold to a standard of 6000 mile intervals for the light and medium gasoline powered fleet and 7000 miles for the diesel powered medium-heavy fleet. This ensures frequent safety inspections and PM services at reasonable intervals that result in a more dependable and safer fleet. This data is collected and tracked by the Fleet Maintenance Manager.

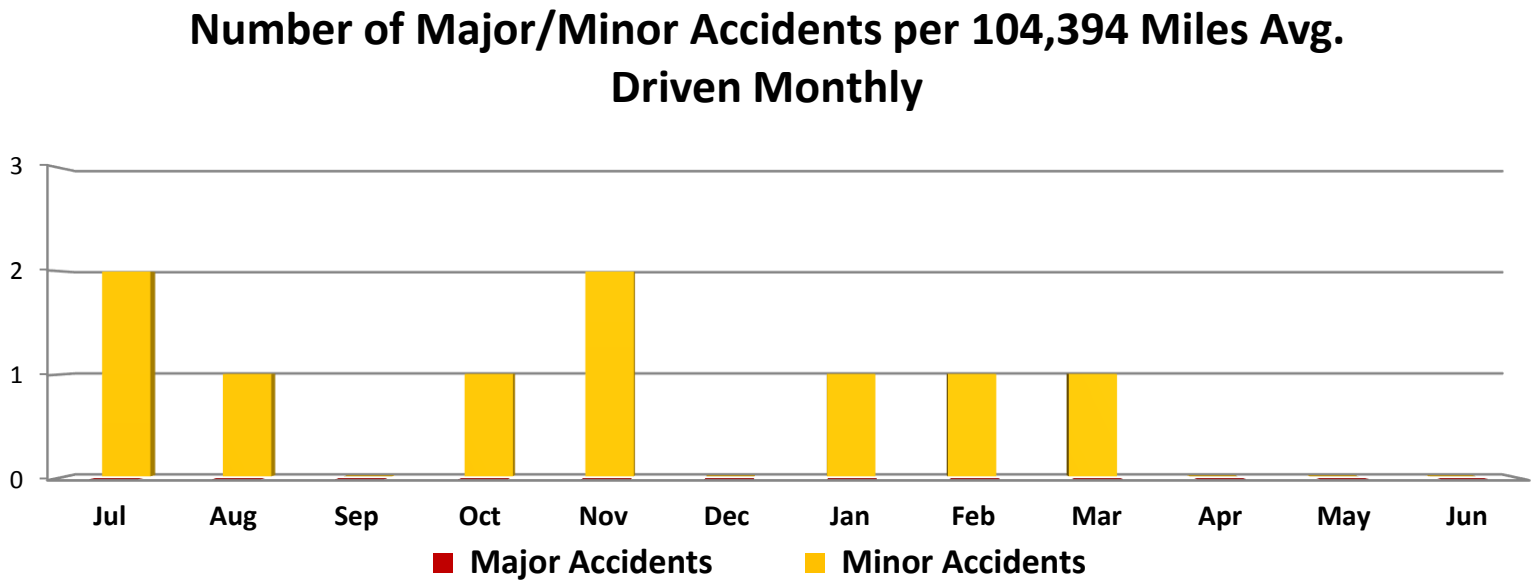


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY 13-14 RTD Maintenance	95	92	95	92	95	100	97	100	92	92		
FTA Recommendation	87	87	87	87	87	87	87	87	87	87	87	87

Performance Measure - Fleet:

Accidents per Month

This measurement shows us how many accidents occur within a month and to what frequency they occur. These are logged as minor or major accidents. A minor accident for example, is one where a driver hits a stationary object while backing but there is minimal damage. A major accident is one where there may be significant damage and/or injury, and a FTA Post accident drug screen is required. All accidents are reported to the Operations and Maintenance Manager to decide on what corrective action needs to be taken. There are established internal reporting and follow up procedures. All accidents, major or minor, are investigated and documented, and dealt with accordingly by the operations management team. As a result, disciplinary measures and/or driver re-training may be required by the outcome of the investigation.



Last Minor Accident - March 31, 2015 **Miles Driven since last Minor Accident – 104,394**

Last Major Accident - October 22, 2013 **Miles Driven since last Major Accident - 1,550,914**

Performance Measure – Customer Relations:

Complaints per Month

This performance tracks monthly the number and type of complaints received by the Operations Division of the NCRTD. The complaints are received by the Operations and Maintenance Manager. These are categorize by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

1. Caller claimed our bus ran over his dog. / As no driver had called in, the supervisor reviewed which buses would have been on that street, inquired of the drivers and reviewed security video. No evidence of a bus running over a dog was found.
2. Dispatch received 6 concerns and complaints regarding the new printed schedules and stop times listed. / Dispatch assisted them with understanding the new time points and layouts.

Performance Measure – Customer Relations:

Complaints per Month

FY 14-15 Number of Complaints

	Total	Schedule Issues	Driver Performance	Against other Passengers	Miscellaneous*	Percent VS Ridership
July	3		3			0.02%
August	2		2			0.01%
Sept	1	1				0.01%
Oct	1				1	0.01%
Nov	2		1		1	0.01%
Dec	3	1	1		1	0.02%
January	3		3			0.02%
Feb	4		1	1	2	0.03%
March	17	17				0.11%
April	7	6	1			0.05%
May	0					
June	0					
	0					
Total	43	25	12	1	5	

Performance Measure – Customer Relations:

Customer Incidents

This performance measure calculates the number of customer incidents reported to the Operations and Maintenance Manager on a monthly basis. Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Maintenance Manager. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement tells us the frequency of incidents versus the number of monthly riders. We can then see if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

1. Westside/Crosstown – A rider was speaking loudly on the bus. The driver thought he was using his cellphone but later realized he was talking to himself. As he became louder and disruptive, the driver ask him to be quiet. He did not and the driver had him exit at the next stop.
2. Santa Clara – A man smelling of alcohol boarded at Park & Ride. He seemed calm and in control. Driver noticed in rearview mirror that he appeared to become ill. It looked like he was getting worse as route continued. Fearing he would throw up in the bus, the driver had him exit at the Giant gas station.
3. Riverside – After leaving Park & Ride a couple tried flagging the bus to stop in the street in order to board. The driver refused as it is against policy.
4. Taos - A passenger asked driver to tell another passenger not to paint her fingernails on the bus as the fumes were bothering her. The driver told her to stop and had to drive with window down to air the fumes out.
5. Tesuque – A rider was being disruptive sitting behind the driver, criticizing the route. He asked to get off at the Camel Rock parking lot that was a considerable distance from the bus stop located there. Driver informed him he could not as it was against policy and let him of at the stop.
6. Demand – A lady at dialysis who rides a scooter and drives it very erratically, almost ran the driver over and off the lift. The driver also had concerns with the difficulty of properly securing the scooter on the bus. The Fleet Manager will ride with her next time the client schedules a ride to determine the best way to secure the scooter.

Customer Incidents

FY 14-15 Number of Customer Incidents

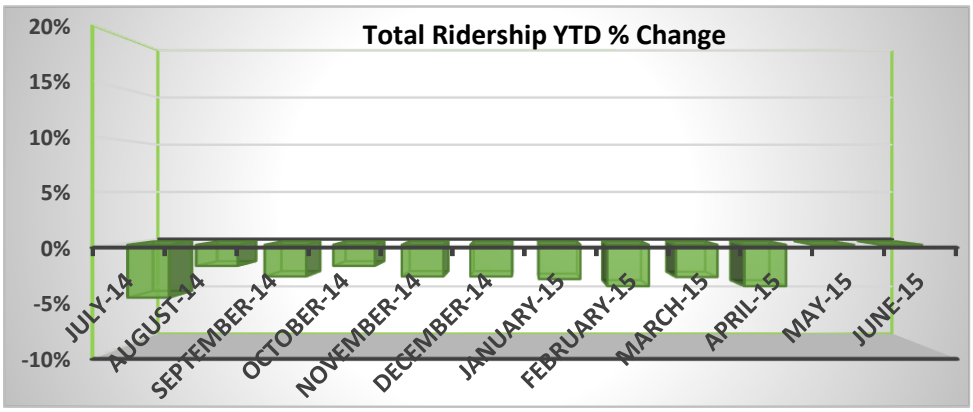
	Total	Driver-Non Rider	Rider-Rider	Driver-Rider	Rider	% of Ridership
July	4		2	2		0.02%
Aug	10		3	7		0.06%
Sept	9		1	8		0.05%
Oct	11	1		10		0.06%
Nov	12	1	2	7	2	0.09%
Dec	11		1	8	2	0.07%
Jan	4			2	2	0.03%
Feb	4			1	3	0.03%
March	4	1	1		2	0.03%
April	6		1	3	2	0.04%
May	0					
June	0					
Total	75	3	11	48	13	

NCRTD Monthly Ridership Summary

April 1, 2015 through April 30, 2015

Calendar Operating Days

	This Year
Jul-14	22
Aug-14	21
Sep-14	21
Oct-14	22
Nov-14	17
Dec-14	21
Jan-15	20
Feb-15	20
Mar-15	22
Apr-15	22
May-15	
Jun-15	



Monthly System Totals

	This Year	Last Year	%Change
NCRTD Operated	13,983	19,804	**-29.39%**
NCRTD Funded	25,212	24,531	**2.78%**
All Systems Funded Total	39,195	44,335	**-11.59%**

Year to Date Totals

	This Year	Last Year	Difference	%Change
NCRTD Operated	156,786	175,542	-18,756	**-10.68%**
NCRTD Funded	264,027	262,437	1,590	**0.61%**
All Systems Funded Total	420,813	437,979	-17,166	**-3.92%**

System Daily Averages

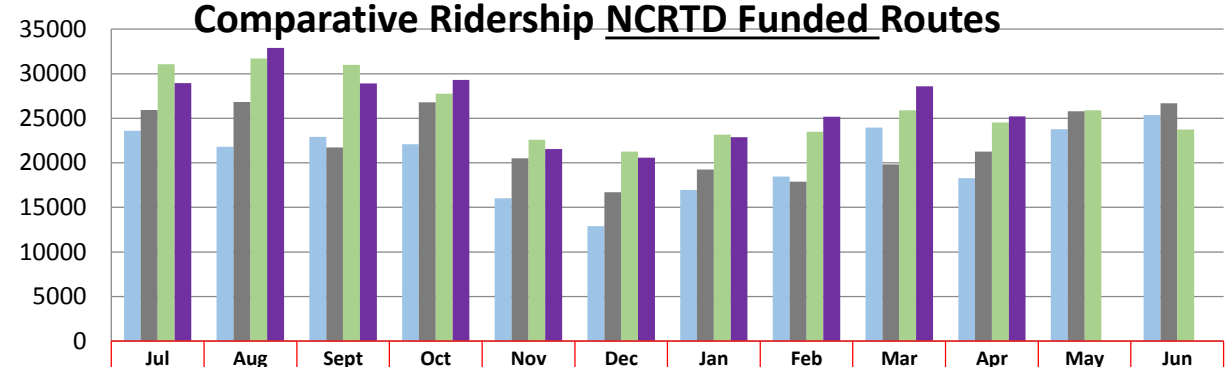
	This Year	Last Year	% Change
NCRTD Operated	636	900	**-29.33%**
NCRTD Funded	1,146	1,115	**2.78%**
Systems Total	1782	2015	**-11.56%**

Total Ridership YTD % Change

July-14	-5.00%
August-14	-2.00%
September-14	-3.00%
October-14	-2.00%
November-14	-3.00%
December-14	-3.00%
January-15	-3.25%
February-15	-3.92%
March-15	-3.06%
April-15	-3.92%
May-15	0.00%
June-15	0.00%

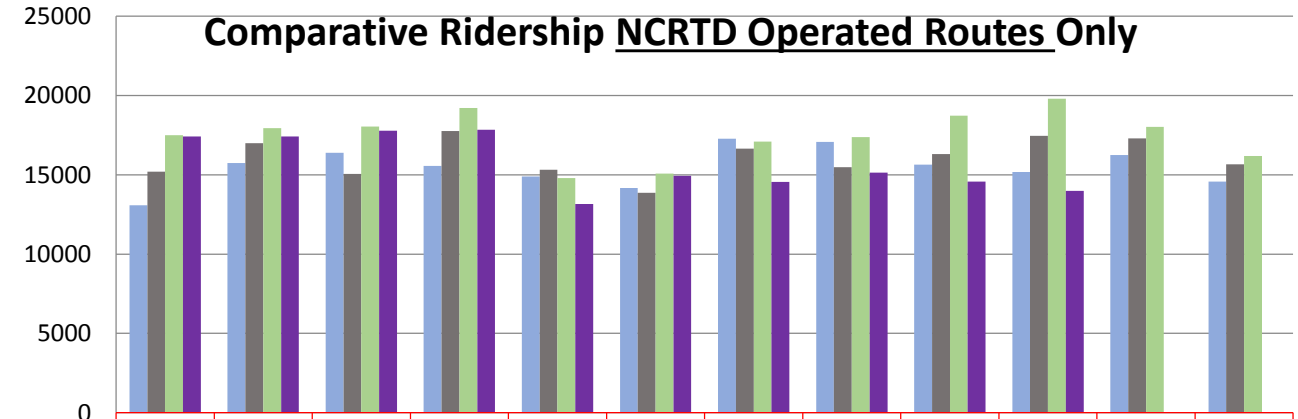
Apr-2015

Ridership Report



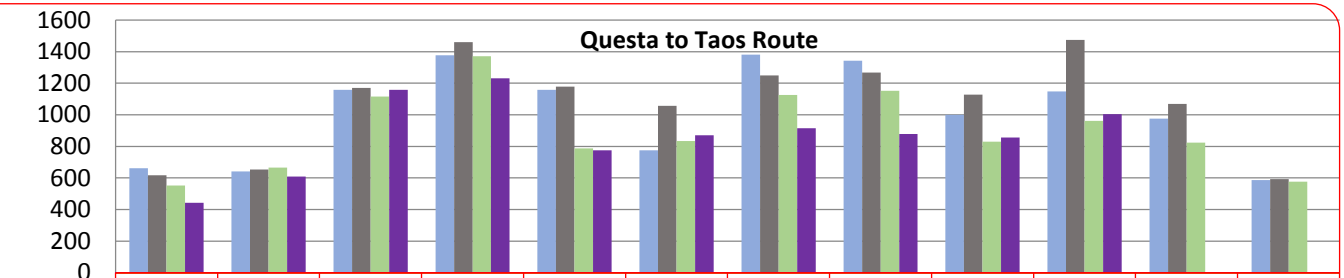
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 11-12	23585	21783	22901	22083	16037	12884	16962	18470	23961	18296	23783	25369
FY 12-13	25935	26841	21732	26777	20508	16704	19235	17881	19820	21259	25775	26679
FY13-14	31,048	31,690	31,001	27,771	22,577	21,251	23,169	23,491	25,908	24,531	25,909	23,747
FY14-15	28,959	32,876	28,899	29,309	21,547	20,576	22,877	25,186	28,586	25,212		

FY11-12= 246,114 / FY12-13= 269,146 / FY13-14= 312,093 / FY14-15= 264,027



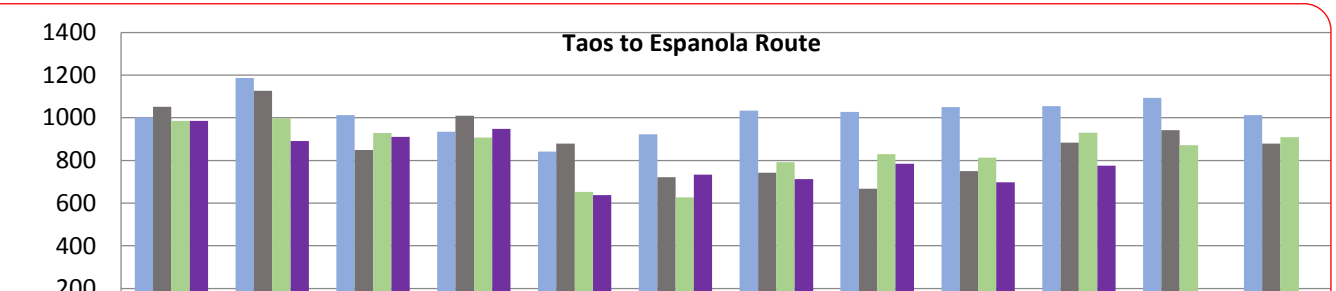
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 11-12	13081	15739	16397	15567	14886	14167	17274	17071	15650	15178	16244	14573
FY 12-13	15200	16995	15052	17760	15317	13872	16642	15471	16315	17465	17285	15653
FY13-14	17,504	17,934	18,033	19,205	14,792	15,069	17,102	17,380	18,719	19,804	18,021	16,187
FY14-15	17,415	17,419	17,781	17,843	13,155	14,933	14,545	15,134	14,578	13,983		

FY11-12= 185,827 / FY12-13= 193,027 / FY13-14= 209,750 / FY14/15= 156,786



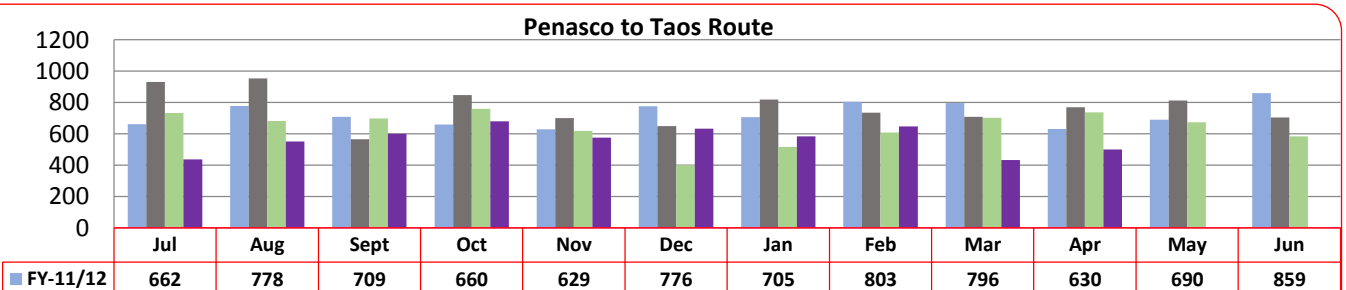
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY11/12	662	642	1158	1376	1157	775	1380	1342	1000	1147	975	587
FY12/13	616	654	1170	1459	1179	1056	1250	1267	1127	1474	1068	593
FY13/14	552	665	1116	1371	787	833	1125	1151	830	962	824	576
FY14/15	443	608	1158	1230	775	870	915	878	856	1004		

FY11-12= 12,201 / FY12-13= 12,913 / FY13-14= 10,792 / FY14/15= 8,737



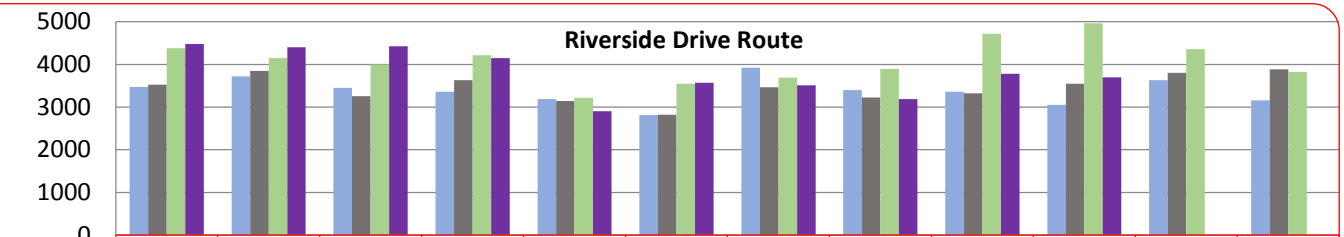
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY- 11/12	1002	1186	1012	935	841	922	1033	1028	1050	1055	1093	1012
FY-12/13	1051	1126	849	1009	879	722	742	668	750	883	942	879
FY-13/14	985	998	928	907	652	627	792	830	813	930	872	909
FY14-15	986	891	911	948	637	734	712	785	697	776		

FY11-12= 12,169 / FY12-13= 10,500 / FY13-14= 10,243 / FY14/15= 8,077



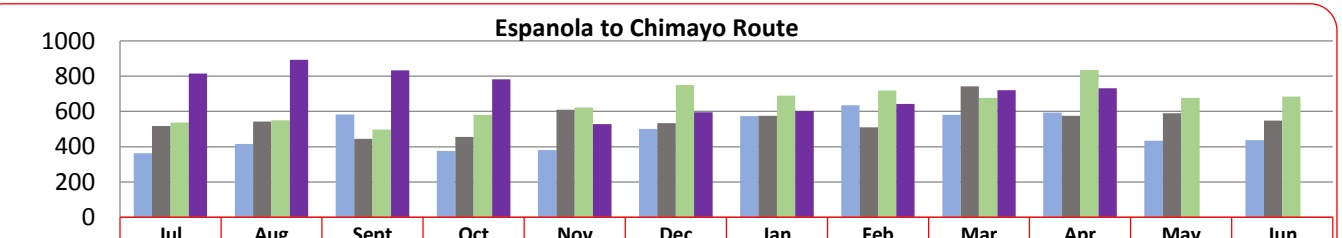
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	662	778	709	660	629	776	705	803	796	630	690	859
FY-12/13	930	953	565	847	700	648	818	735	708	769	812	704
FY-13/14	733	681	697	759	618	400	516	608	702	736	674	583
FY14-15	436	551	600	680	576	632	583	647	432	499		

FY11-12=8,697 / FY12-13= 9,189 / FY13-14= 7,707 / FY14/15= 5,636



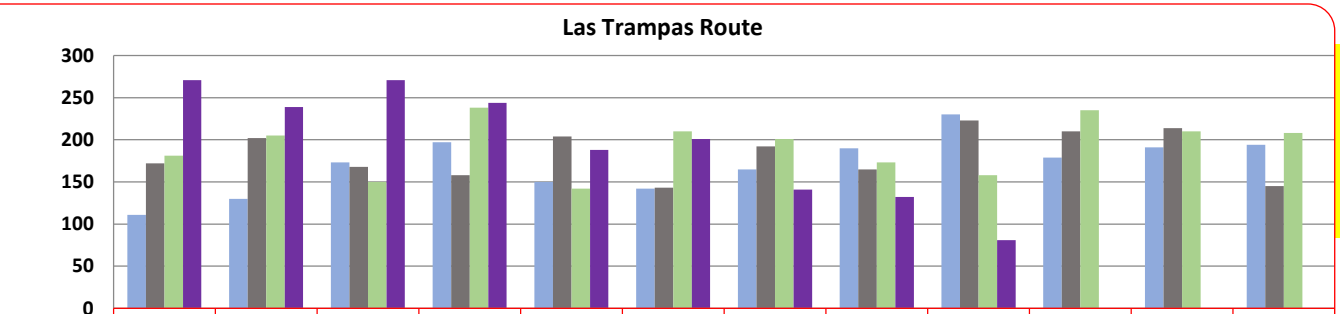
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	3474	3720	3447	3357	3185	2813	3921	3395	3356	3051	3630	3158
FY-12/13	3526	3848	3257	3631	3139	2820	3468	3224	3324	3550	3799	3884
FY-13/14	4382	4145	4001	4213	3220	3548	3687	3890	4716	4962	4354	3825
FY14-15	4479	4405	4422	4146	2902	3572	3509	3190	3783	3700		

FY11-12= 40,507 / FY12-13= 41,470 / FY13-14= 48,943 / FY14/15= 38,108



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	363	416	583	376	381	500	574	635	580	594	434	437
FY-12/13	517	543	445	455	609	534	576	510	743	576	589	548
FY-13/14	538	550	498	580	622	750	690	718	677	835	676	684
FY14-15	814	892	833	782	528	596	603	642	720	732		

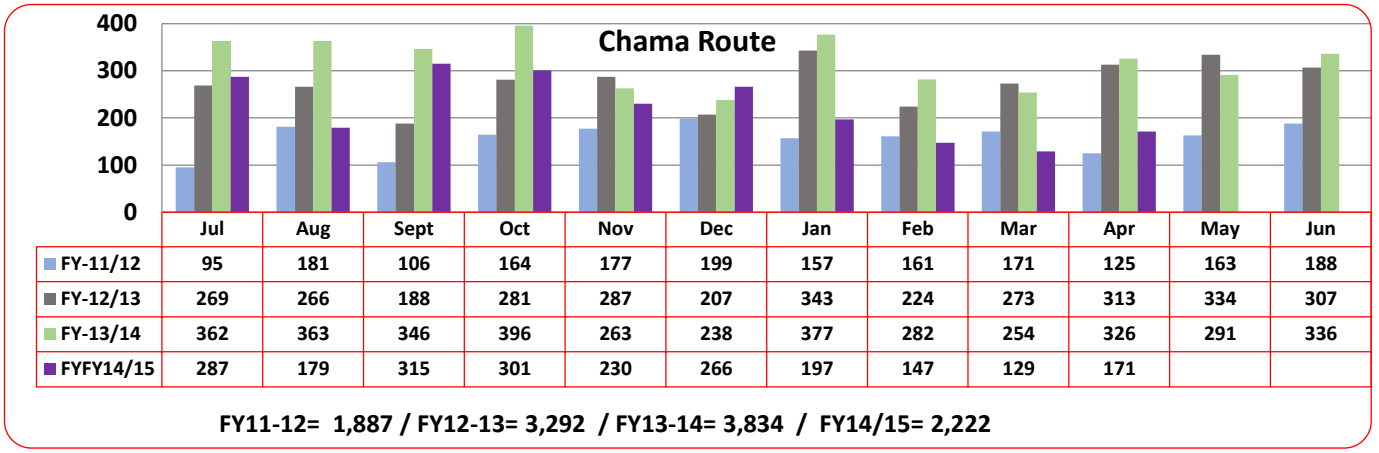
FY11-12= 5,873 / FY12-13= 6,645 / FY13-14= 7,818 / FY14/15= 7,142



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	111	130	173	197	150	142	165	190	230	179	191	194
FY-12/13	172	202	168	158	204	143	192	165	223	210	214	145
FY-13/14	181	205	150	238	142	210	201	173	158	235	210	208
FY14-15	271	239	271	244	188	201	141	132	81	0		

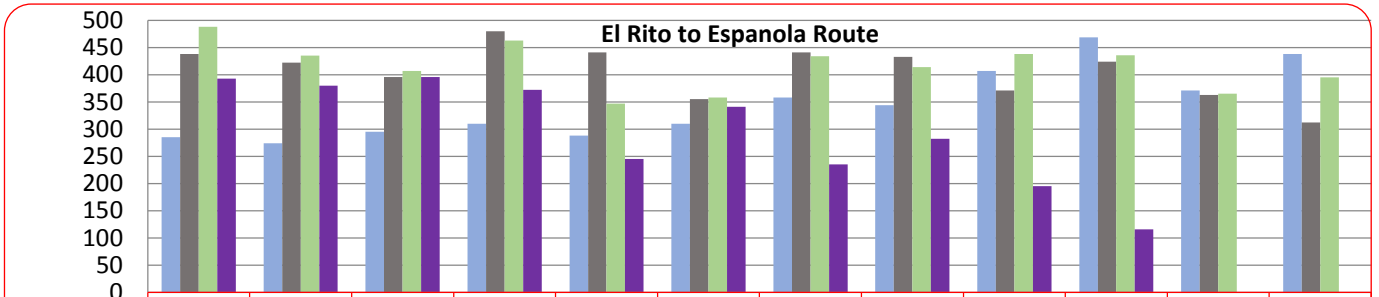
FY11-12= 2,052 / FY12-13= 2,196 / FY13-14= 2,311 / FY14/15= 1,768

Las Trampas ridership will be reflected on the Chimayo route as part of Chimayo ridership effective 03/16/2015



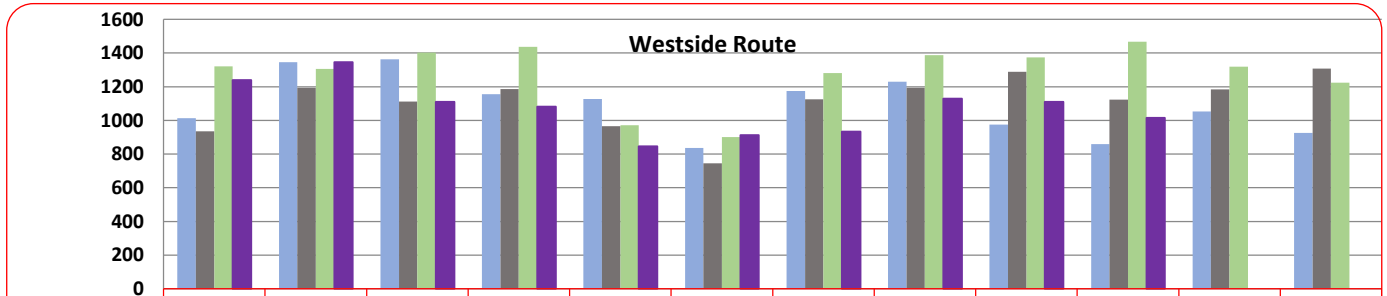
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	95	181	106	164	177	199	157	161	171	125	163	188
FY-12/13	269	266	188	281	287	207	343	224	273	313	334	307
FY-13/14	362	363	346	396	263	238	377	282	254	326	291	336
FYFY14/15	287	179	315	301	230	266	197	147	129	171		

FY11-12= 1,887 / FY12-13= 3,292 / FY13-14= 3,834 / FY14/15= 2,222



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	285	274	295	310	288	310	358	344	407	469	371	438
FY-12/13	438	422	396	480	441	355	441	433	371	424	363	312
FY-13/14	488	435	407	463	347	358	434	414	438	436	365	395
FY14/15	393	380	396	372	245	341	235	282	195	116		

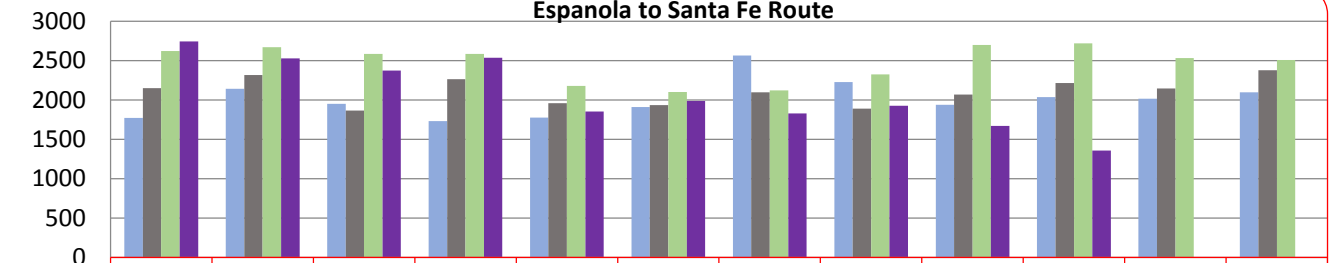
FY11-12= 4,149 / FY12-13= 4,876 / FY13-14= 4,980 / FY14/15= 2,955



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	1013	1346	1363	1156	1128	837	1175	1230	975	859	1054	926
FY-12/13	936	1193	1113	1186	966	745	1125	1193	1288	1123	1184	1307
FY-13/14	1321	1305	1402	1437	972	902	1281	1388	1374	1467	1319	1225
FY14/15	1239	1345	1111	1082	846	912	933	1130	1110	1016		

FY11-12= 13,062 / FY12-13= 13,359 / FY13-14= 15,393 / FY14/15= 10,724

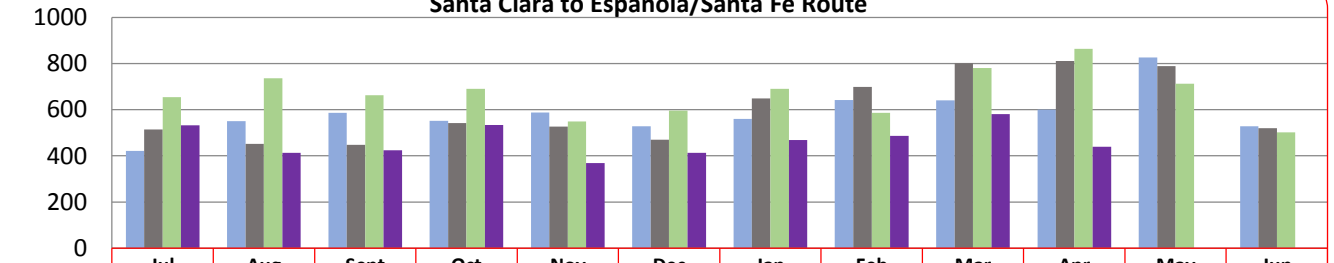
Espanola to Santa Fe Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 11/12	1773	2144	1953	1732	1776	1912	2563	2229	1939	2037	2016	2096
FY 12/13	2151	2316	1867	2265	1960	1934	2096	1890	2067	2217	2146	2377
FY 13/14	2620	2671	2583	2583	2179	2102	2123	2325	2700	2718	2531	2508
FY14/15	2744	2529	2374	2536	1855	1987	1831	1925	1670	1357		

FY11-12 = 24,170 / FY12-13= 25,286 / FY13-14= 29,643 / FY14/15= 20,808

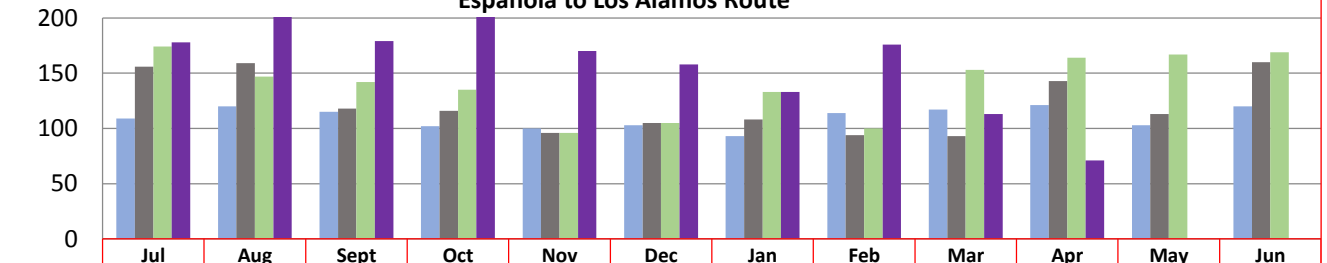
Santa Clara to Espanola/Santa Fe Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	422	550	586	552	588	528	560	642	640	600	826	528
FY-12/13	515	452	448	542	527	470	649	699	802	812	789	520
FY-13/14	655	737	663	691	549	596	690	586	781	864	713	502
FY14/15	532	413	424	534	369	413	469	487	581	440		

FY11-12= 7,022 / FY12-13 =7,225 /FY13-14= 8,027 / FY14/15= 4,662

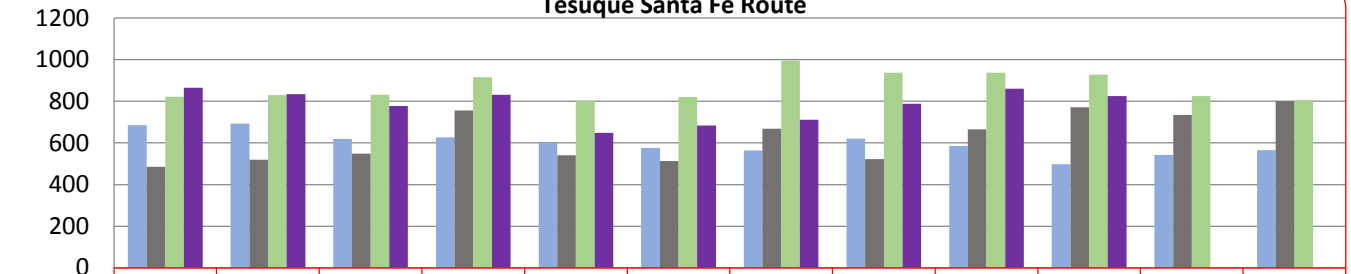
Espanola to Los Alamos Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	109	120	115	102	100	103	93	114	117	121	103	120
FY-12/13	156	159	118	116	96	105	108	94	93	143	113	160
FY-13/14	174	147	142	135	96	105	133	100	153	164	167	169
FY14/15	178	217	179	210	170	158	133	176	113	71		

FY11-12 =1,317 / FY12-13 = 1,461 / FY13-14= 1,685 / FY14/15= 1,605

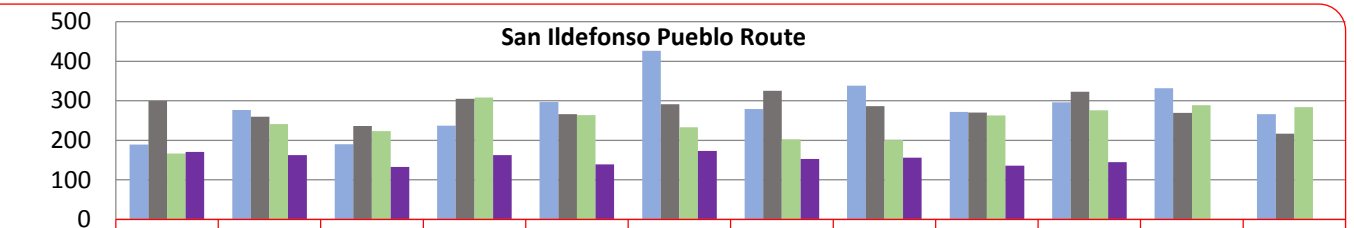
Tesuque Santa Fe Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	686	693	619	627	600	576	564	620	586	497	543	565
FY-12/13	485	519	548	756	541	513	669	522	666	771	734	800
FY-13/14	822	829	831	916	802	820	995	937	938	928	825	805
FY14/15	865	834	777	831	649	684	711	788	860	825		

FY11-12 = 7,176 / FY12-13 = 7,524 / FY13-14= 10,448 / FY14/15= 7,824

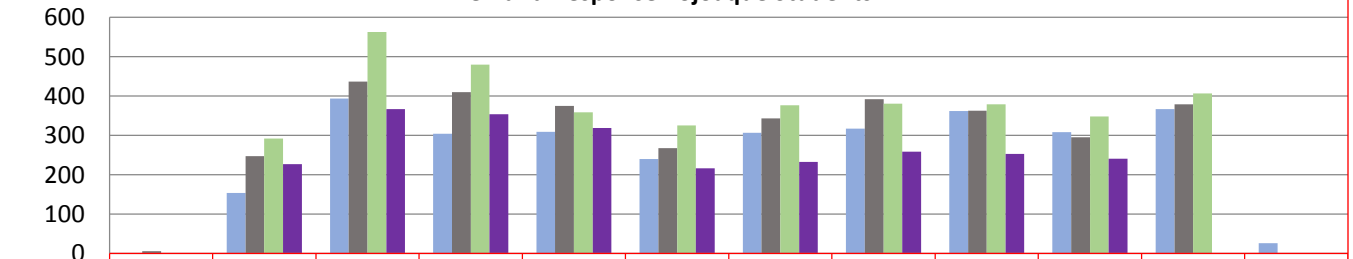
San Ildefonso Pueblo Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	189	277	190	237	297	426	279	338	272	296	332	266
FY-12/13	299	260	236	305	266	291	325	286	270	323	269	217
FY-13/14	167	241	223	308	264	233	202	201	263	276	289	284
FY14/15	171	163	133	163	139	173	153	156	136	145		

FY11-12= 3,399 / FY12-13= 3,347/ FY13-14= 2,951 / FY14/15= 1,532

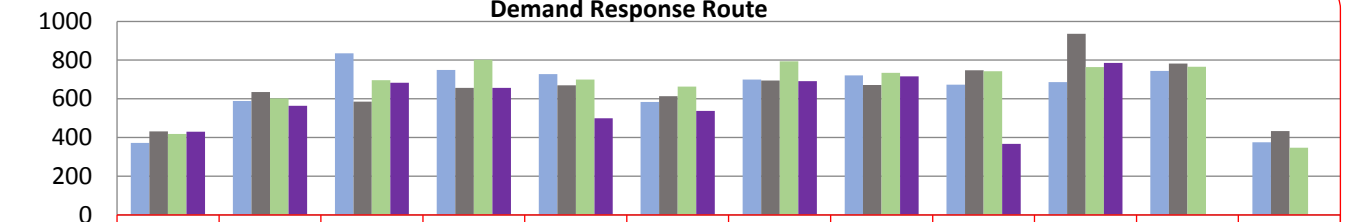
Demand Response Pojoaque Students



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	0	154	394	304	309	240	307	317	362	308	367	26
FY-12/13	6	247	437	410	375	268	343	392	363	295	379	0
FY-13/14	0	292	563	480	359	325	377	381	379	348	407	0
FY14/15	0	227	367	354	319	216	233	259	253	241		

FY11-12= 3,088 / FY12-13= 3,515 / FY13-14 = 3,911 / FY14/15= 2,469

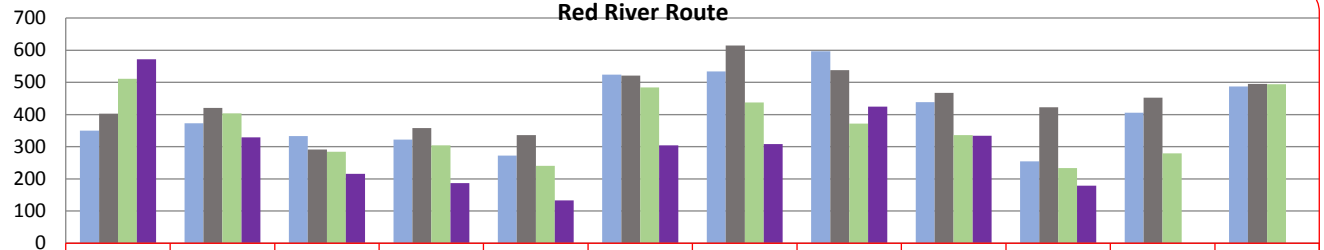
Demand Response Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	373	589	836	750	728	584	699	722	674	687	744	376
FY-12/13	432	636	586	656	670	613	695	671	747	937	782	434
FY-13/14	418	603	696	802	699	663	794	734	743	764	766	348
FY14/15	431	565	683	656	500	538	691	717	367	786		

FY 11-12= 7,762 / FY12-13= 7,849 / FY13-14= 8,030 / FY14/15= 5,934

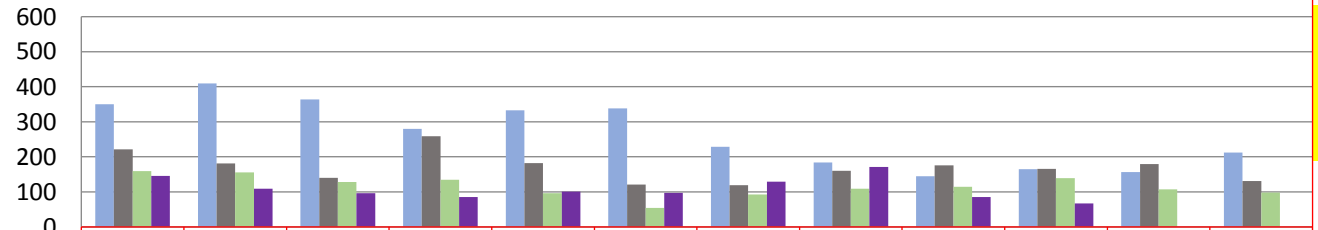
Red River Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	350	373	333	322	272	524	534	597	438	254	406	487
FY-12/13	403	421	291	358	336	521	614	538	467	423	452	495
FY-13/14	511	404	284	304	241	484	437	372	336	234	279	494
FY14/15	572	329	216	187	133	304	308	425	334	179		

FY11-12= 4,890 / FY12-13= 5,319 / FY13-14= 4,380 / FY14/15= 2,987

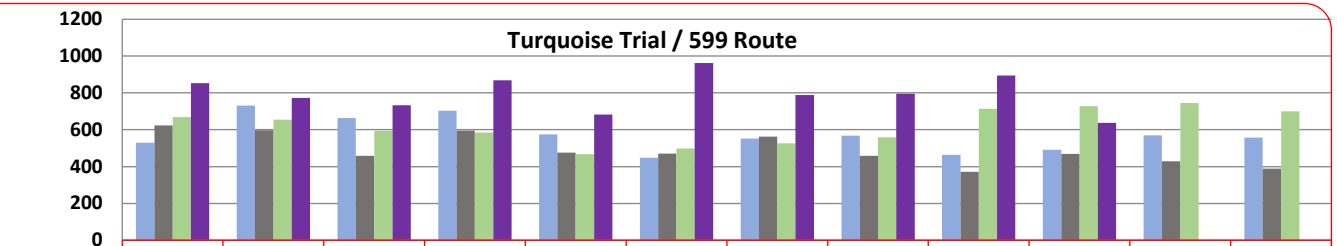
Pojoaque/Nambe Dial-A-Ride Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	350	410	364	280	333	338	229	184	145	165	157	212
FY-12/13	221	181	140	259	182	121	119	160	176	166	179	131
FY-13/14	159	156	128	135	96	54	93	109	115	139	107	98
FY14/15	146	109	96	85	101	97	129	171	85	67		

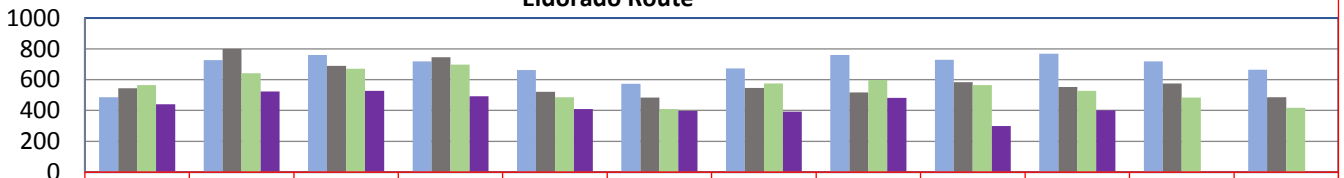
FY11-12= 3,167 / FY12-13= 2,035 / FY13-14= 1,389 /FY 14/15= 1,086

Pojoaque Route has been changed to Pojoaque Dial A Ride effective 03/16/2015.



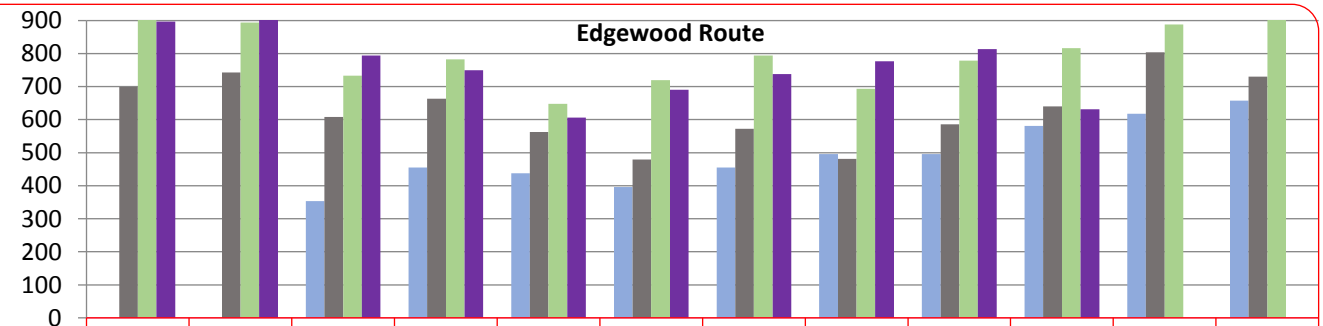
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	530	732	664	703	575	447	553	567	464	491	569	557
FY-12/13	623	598	458	596	475	470	563	458	371	469	429	389
FY-13/14	669	655	594	585	467	498	526	559	713	727	745	700
FY14/15	852	773	733	869	682	962	789	795	894	638		

FY11-12= 6,852 / FY12-13= 5,899 / FY13-14= 7,438 / FY14/15= 7,987



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	486	726	761	718	663	574	673	761	729	769	718	665
FY-12/13	544	799	689	745	521	484	546	518	584	552	576	487
FY-13/14	564	642	670	697	485	409	576	598	565	528	484	418
FY14/15	441	524	527	492	410	397	393	482	300	401		

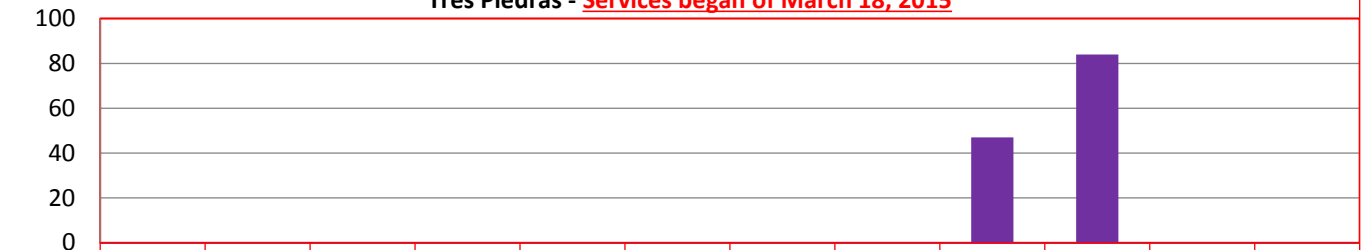
FY11-12= 8,243 / FY12-13= 7,045 / FY13-14= 6,636 / FY14/15= 4,367



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12			353	455	438	396	455	496	496	581	618	658
FY-12/13	699	743	608	663	563	479	572	481	586	640	804	730
FY-13/14	933	894	733	783	648	720	794	693	779	817	888	930
FY14/15	897	912	794	750	606	691	738	777	814	631		

FY11-12= 4,946 / FY12-13= 7,568 / FY13-14= 9,612 / FY14/15= 7,610

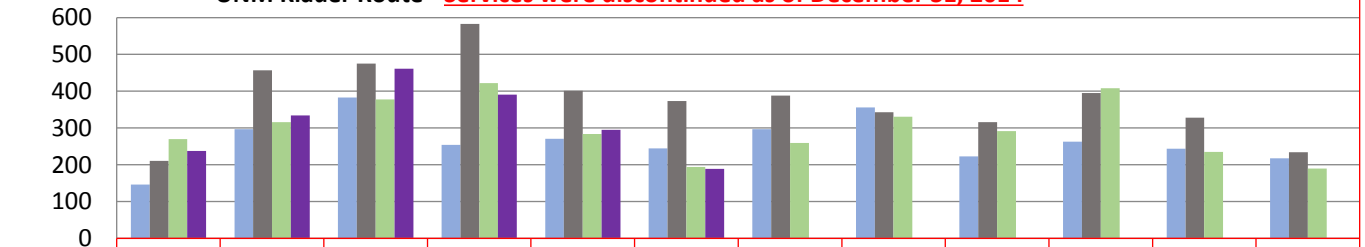
Tres Piedras - Services began of March 18, 2015



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Series1	0	0	0	0	0	0	0	0	47	84		

FY14/15= 131

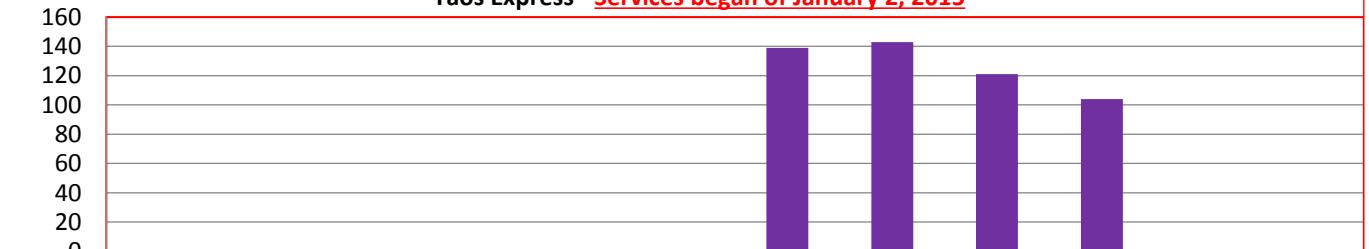
UNM Klauer Route - Services were discontinued as of December 31, 2014



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	146	297	383	254	271	245	297	356	223	263	244	218
FY-12/13	211	457	475	583	401	373	388	343	316	395	328	234
FY-13/14	270	316	378	422	284	194	259	331	292	408	235	190
FY14/15	238	334	461	391	295	189	0	0	0	0		

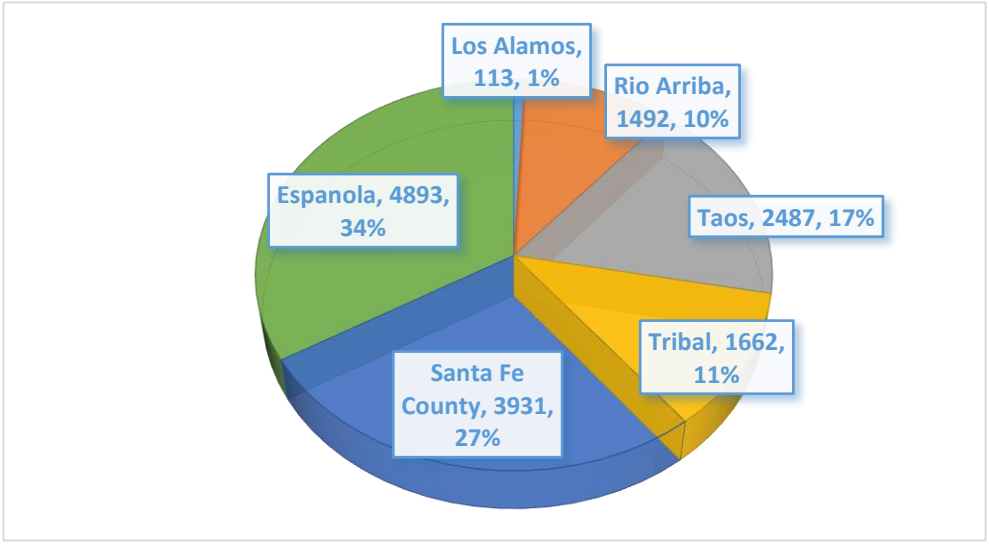
FY11-12= 3,197 / FY12-13= 4,504 / FY13-14= 3,579 / FY14/15= 1,908

Taos Express - Services began of January 2, 2015

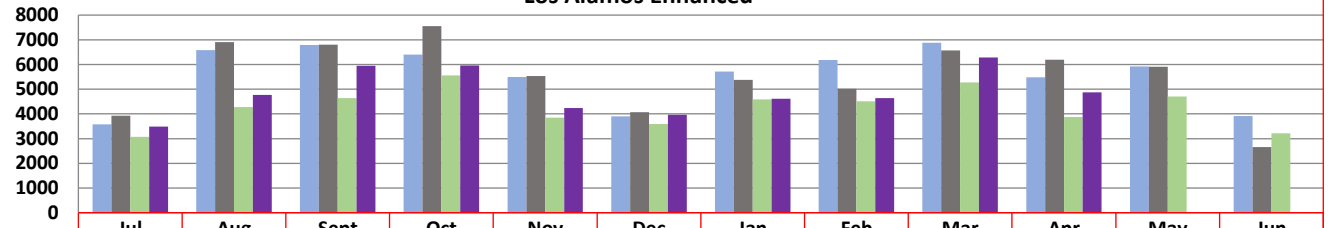


	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY14/15	0	0	0	0	0	0	139	143	121	104		

FY14/15= 507



Los Alamos Enhanced

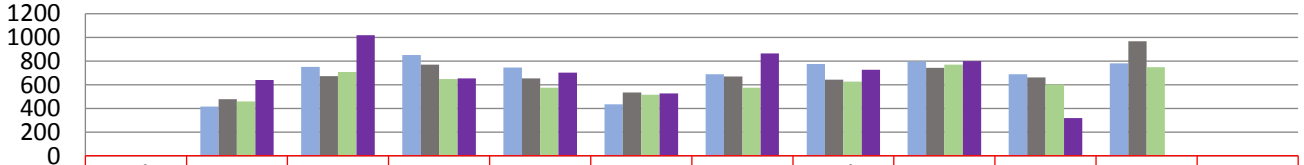


	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	3576	6579	6785	6403	5492	3899	5711	6178	6875	5487	5922	3913
FY-12/13	3920	6907	6809	7549	5529	4072	5381	5021	6572	6196	5908	2659
FY-13/14	3075	4278	4637	5556	3851	3588	4592	4508	5273	3869	4705	3216
FY14/15	3481	4772	5945	5965	4231	3965	4614	4635	6284	4868		

FY11-12= 66,820 / FY12-13= 66,523 / FY13-14= 51,148 / FY14/15= 48,760

Los Alamos Route 11 formerly route 10

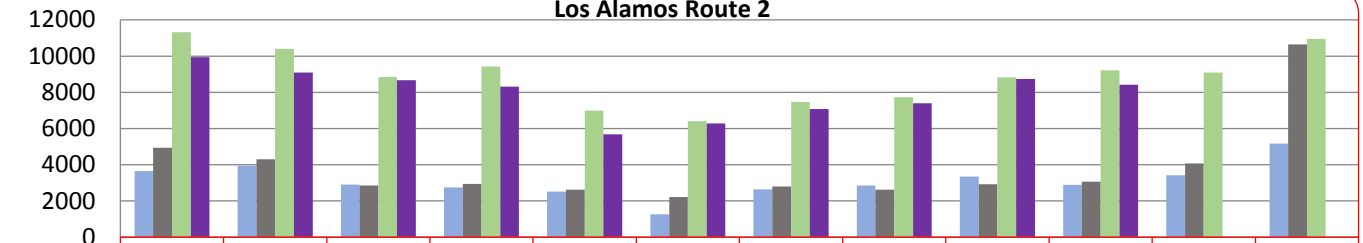
June-Route 10 didn't run due to fire



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	0	417	750	850	745	436	690	774	796	690	782	0
FY-12/13	0	477	672	771	655	536	669	642	742	662	966	0
FY-13/14	0	458	709	649	576	517	575	627	770	601	748	0
FY14/15	0	641	1019	655	701	527	864	727	799	319		

FY11-12= 6,930 / FY12-13= 6,792 / FY 13-14= 6,230 / FY14/15= 6,252

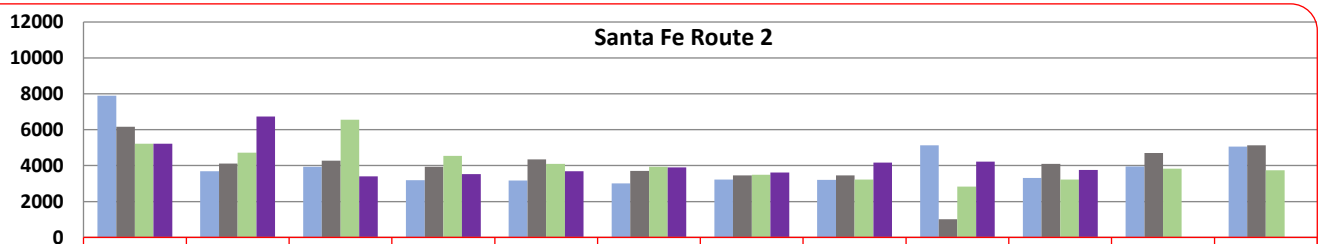
Los Alamos Route 2



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	3640	3946	2903	2755	2523	1264	2641	2856	3356	2884	3413	5171
FY-12/13	4936	4294	2859	2937	2628	2217	2808	2630	2924	3068	4068	10639
FY-13/14	11310	10405	8837	9433	6994	6408	7464	7736	8834	9206	9092	10952
FY14/15	9937	9092	8663	8308	5673	6280	7083	7387	8733	8418		

FY11-12= 37,352 / FY12-13= 46,008 / FY13-14= 106,671 / FY14/15= 79,574

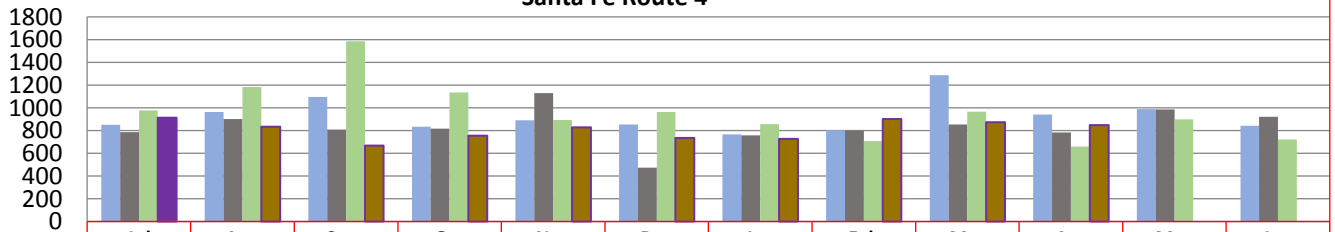
Santa Fe Route 2



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	7894	3691	3927	3188	3169	3016	3229	3200	5137	3309	3956	5057
FY-12/13	6160	4116	4276	3929	4348	3700	3457	3447	1016	4094	4700	5139
FY-13/14	5224	4716	6556	4539	4099	3934	3483	3229	2824	3224	3822	3743
FY14/15	5218	6743	3404	3534	3685	3902	3615	4163	4224	3760		

FY11-12= 48,773 / FY12-13= 48,382 / FY13-14= 49,393 / FY14/15 = 42,248

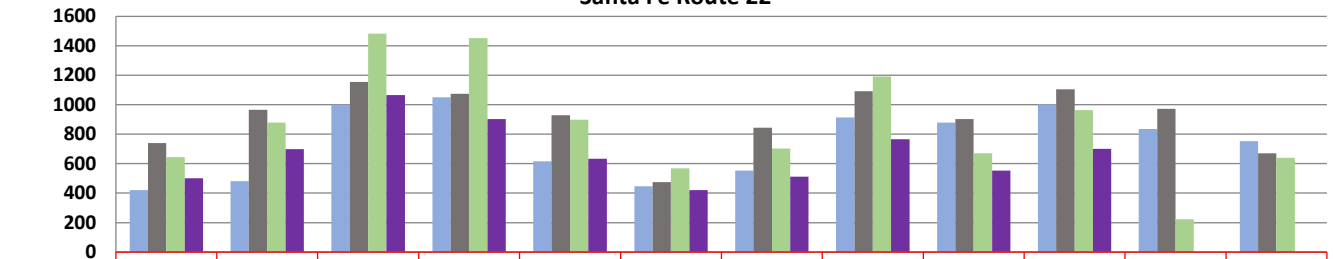
Santa Fe Route 4



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	851	964	1095	835	890	853	766	804	1288	940	988	842
FY-12/13	785	902	808	818	1128	475	757	801	854	782	985	920
FY-13/14	976	1183	1585	1135	894	963	855	707	967	659	899	720
FY14/15	913	835	667	756	829	736	726	902	873	848		

FY11-12= 11,116 / FY12-13= 10,015 / FY13-14= 11,543 / FY14/15= 8,085

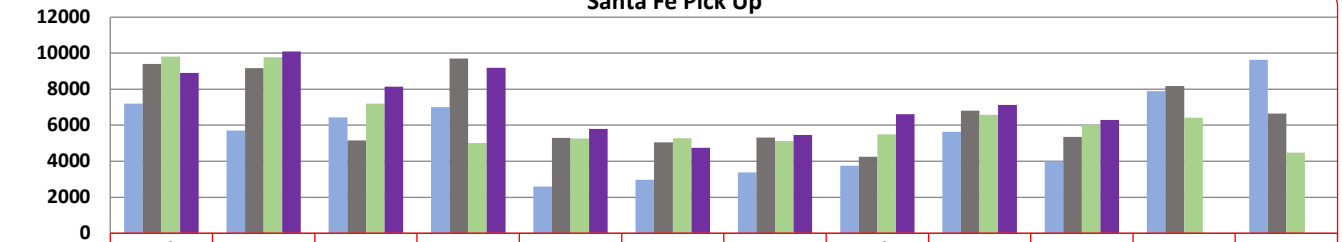
Santa Fe Route 22



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	421	481	1001	1050	616	446	554	913	879	1002	835	752
FY-12/13	739	965	1155	1074	928	475	844	1092	904	1105	973	671
FY-13/14	645	879	1483	1453	899	568	703	1191	670	963	223	641
FY14/15	502	699	1065	904	633	420	511	766	553	701		

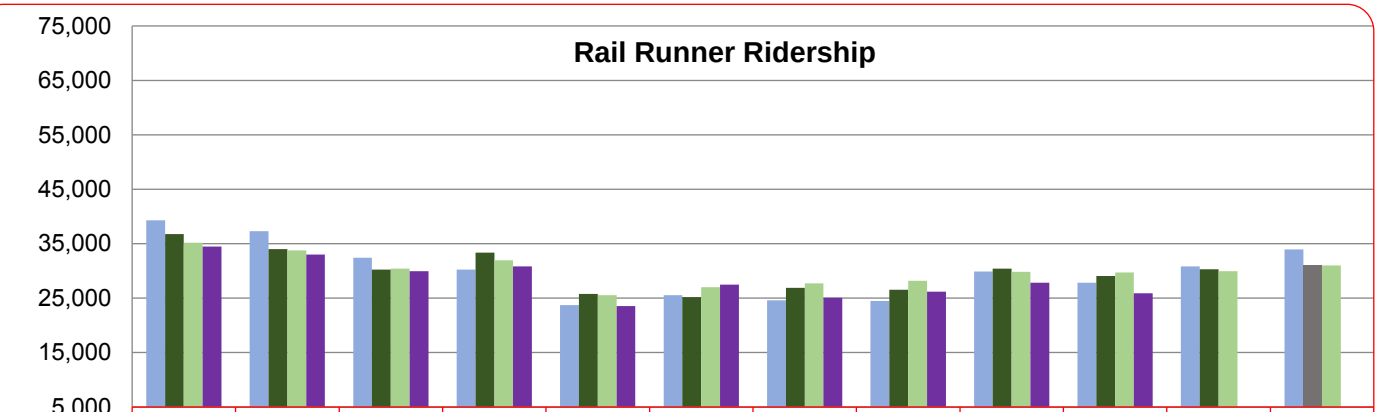
FY11-12= 8,950 / FY12-13= 10,925 / FY13-14= 10,318 / FY14/15= 6,754

Santa Fe Pick Up



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 11-12	7203	5705	6440	7002	2602	2967	3371	3755	5630	3984	7887	9634
FY 12-13	9395	9180	5153	9699	5292	5046	5319	4248	6808	5352	8175	6651
FY13-14	9818	9771	7194	5006	5264	5273	5120	5493	6570	6009	6420	4475
FY14/15	8908	10094	8136	9187	5795	4746	5464	6606	7120	6298		

FY11-12= 66,180 / FY12-13= 80,318 / FY13-14= 76,413 / FY14/15= 72,354



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY-11/12	39,322	37,307	32,420	30,251	23,730	25,517	24,593	24,466	29,909	27,813	30,816	33,932
FY-12/13	36,767	33,994	30,270	33,336	25,750	25,194	26,887	26,541	30,434	29,068	30,278	31,021
FY- 13/14	35,176	33,786	30,401	31,949	25,522	27,034	27,692	28,176	29,859	29,724	29,930	31,020
FY14/15	34,454	33,020	29,923	30,811	23,537	27,502	25,101	26,186	27,842	25,908		

FY11-12= 360,076 / FY12-13= 309,115 / FY13-14= 360,269 / FY14/15= 284,284

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 5, 2015

Agenda Item – P

Title: Review and acceptance of Goals and Objectives for Executive Director for the period of June, 2015 – June, 2016

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: The attached document reflects the Goals and Objectives that were developed and reviewed by the Executive Officers and Chairs of the Finance and Tribal Subcommittee. The attendees that participated in the process of reviewing this document were Chairman Daniel Barrone, Miguel Chavez, Vice Chairman, Secretary/Treasurer Dennis Tim Salazar, and Finance Subcommittee Chair Tim Vigil and Lonnie Montoya, Tribal Subcommittee Chair.

Background: The Executive Directors employment agreement requires that annual goals and objectives be developed.

Recommended Action: It is recommended that the Board move for acceptance of the attached Goals and Objectives.

Options/Alternatives:

1. Take no action; or
2. Adoption of the recommendation of the Executive Committee; or
3. Request that Executive Committee return with additional information to address any Board concerns then take action to adopt.

Fiscal Impact: None

Attachments:
- Goals and Objectives

Anthony J. Mortillaro, Executive Director

Performance Goals and Objectives for **July 2015 – June 2016**

Goals are divided into three categories:

- Organizational Goals;
- Project and Service Delivery Goals, the activities that will improve transportation for the public; and
- Administrative Goals, the actions aimed at maximizing the effectiveness of the District's internal operations.

Organizational Goals

Goal 1: Maintain the long-range strategic financial and capital plans.

Objectives:

a. Annually update the 10 year long range financial plan for presentation to the Board and adoption.
b. Annually update the 10 year capital investment plan for presentation to the Board and adoption.

Goal 2: Maximize state, federal and local funding.

Objectives:

a. Continue to work with NMDOT and submit funding requests.
b. Continue to seek out new funding from various sources.
c. Continue to work with Tribal Members to apply for funding requests.
d. Continue to work with municipal and county members on funding partnerships opportunities.
e. Continue to work with NMTA on its quest to seek funding for a statewide transit program.

Goal 3: Increase the visibility of the NCRTD.

Objectives:

a. Maintain updated district informational materials to reflect district initiatives (ongoing).
b. Continue outreach to media outlets (ongoing).
c. Meet individually at least once annually with each member district and present the Districts Annual Report.
d. Continue to implement the strategic marketing plan (based upon funding availability).
e. ~~Continue web site improvements~~ Maintain transparency through web site enhancements.

Project and Service Delivery Goals

Goal 4: Short Range Service Plan.

Objectives:

a. Continue ~~Implement~~ implementation of the updated short range service plan subject to FY 16~~15~~ funding.

Goal 5: Long Range Service Plan.

Objectives:

~~a. If funded develop Scope of Work and acquire consulting services.~~
~~b. Oversee contractor performance.~~
a. Submit Long Range Service Plan to Board for review and approval.
~~c.~~b. Implement plan subject to future funding.

Goal 6: Oversee implementation of the FY 15 Capital Investment Plan.

Objectives:

a. Implement the various capital investments funded in FY 16~~5~~.
    i. Bus and fleet equipment acquisitions;
    ii. Explore funding sources for photovoltaic system to power RTD facility;
    iii. ~~Schedule, reporting, vehicle location software~~Solar lighting for shelters and stops;
    iv. Transportation Alternatives Program/ADA plan, design and construction;
    ~~iv.~~v. Standby emergency generator

Goal 7: Evaluate various alternative fuels for fleet conversion

Objectives:

a. Acquire a CNG and LPG powered buses for alternative fuels assessment.
b. Present findings to Board within three months of the end of the twelve month assessment period.

Goal 8: Environmental Sustainability Plan

Objectives:

a. Implement the approved sustainability plan as funded and provide Board updates on milestone accomplishments.

Goal 9: Taos Chile Line Consolidation

Objectives:

a. Implement the consolidation of the Taos Chile Line as funded.

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Administrative Goals

Goal ~~9~~10: Financial Management.

Objectives:
a. Ensure Annual Audits are timely.
~~b. Continue to oversee and implement corrections and reforms to address management findings in past audits.~~
~~c.~~b. Continue refinement of financial practices.
~~d.~~c. Submit Comprehensive Annual Financial Report and Budget for GFOA Award Program.

Goal 1~~0~~: Fill staff vacancies, initiate transition of assignments and support professional development of all staff.

Objectives:
a. Fill vacant positions with qualified individuals.
b. Promote professional development of staff through training, educational coursework and participation in professional associations (ongoing).
c. Ensure that all driver training continues as appropriate and is inclusive of passenger and employee safety instruction as funding is allocated by the Board.

Goal 12: Update of District Compensation and Classification Plan

Objectives:
a. Develop RFP for solicitation of a consultant to conduct a compensation and classification survey and analysis.
b. Present results of classification and compensation study to Board for deliberation and adoption.

Goal 13~~1~~: Collective Bargaining

Objectives:
a. Conduct FY 1~~5~~7 negotiations and present a revised collective bargaining agreement to the Board for consideration.

Goal 1~~2~~4: Continue Implementation of Service Excellence Initiative

Objectives:
~~a.~~ a. Continue ~~I~~implementation if Service Excellence initiative and Four Fields of Success Matrixes.

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Goal 1~~3~~5: Maintain contemporary policies and procedures.

Objectives:

a. Continue to review district personnel policies, practices and procedures and update as needed.
b. Continue to revise district operational and administrative policies and procedures and update as needed.
c. ~~-~~Implement adopted Employee Recognition Program.

Goal 1~~4~~6: Ensure that the Executive Director understands Board members' and member goals for the organization and meets with non-members and other transit agencies.

Objectives:
a. Meet with each Board member to discuss his or her ideas on goals and objectives for the district as needed.
b. Meet with executive staff from member and non-member entities to review goals and priorities as needed.
~~c. Update Executive Director's goals to reflect Board member and member comments.~~
~~d.~~c. Attends and participates on the Rio Metro Board of Directors and keeps the NCRTD Board informed.
~~e.~~d. Continue to ~~E~~explore a Youth in Transit Day program and associated scholarship for a participating high school senior in each county of the district service area.